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## Financial Management

**Section 3 - 1.1** : FNS-798 The WIC Program Monthly Financial and Program Status Report

**Priority:** Required

**Window:** FNS798

**Report:** Yes

**FSRD Reference:** FM 1.2

**Narrative:**

This report produces the federally required report on the WIC Monthly Financial and Program Status, which monitors the financial status and participation levels of the State agency's WIC Program.

The WIC Monthly Financial and Participation Report, FNS-498 includes details on food instrument issuance, food outlays, nutrition services, grant funds available, program administration expenditures and participation for the State for each month of the Federal fiscal year.

The FNS-498 report provides monthly and year to-date activity for food obligations and outlays. It is the principal information used by FNS to monitor the financial status and participation levels of the State Agency's WIC Program.

The FNS-498 report is parameter driven with the ability to enter a Federal fiscal year value. Close-out for a fiscal month is a system-validated, staff-driven event. Once the State staff designates a month as closed-out, the values for those months cannot be changed or updated. In general, close-out for a month can occur after all outstanding obligations for the month have been resolved. Historical data for previous fiscal years can be displayed online.

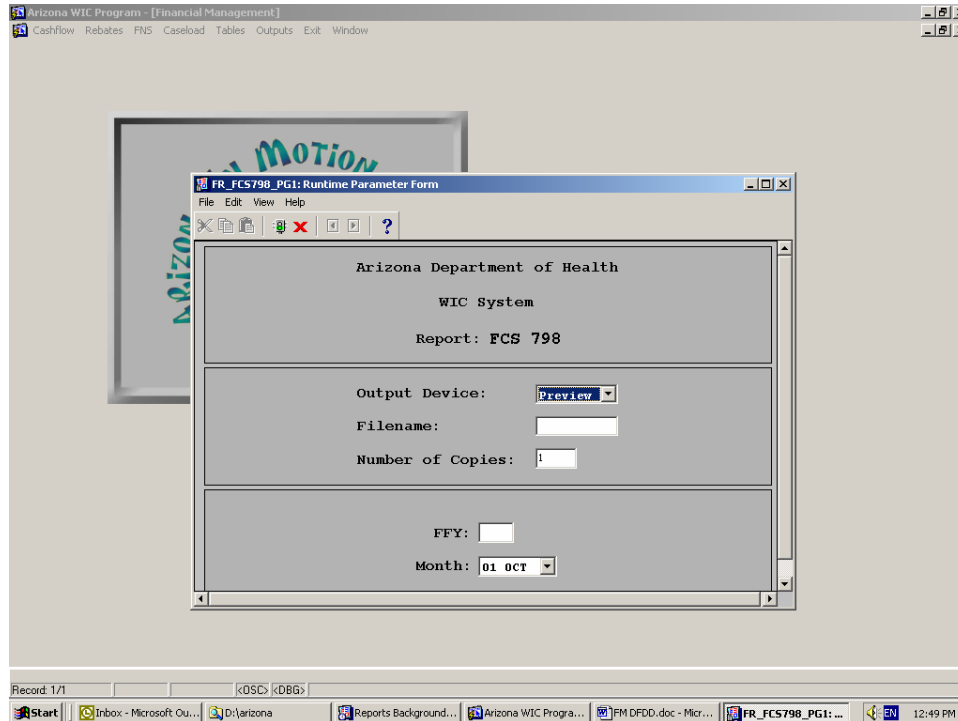
This report can be generated in two different ways: via the FNS menu selection Arizona can enter the values necessary for generating the report, secondly Arizona can generate the report via the outputs menu selection and the system will generate all the values for the report.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 1.1.1 : FNS798 Report Initiation Window



**Figure 1** – FNS798 Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FFY** - The Federal Fiscal Year for which the report is to be generated. This field is required.

**Month** - The month for which the report is to be generated. This field is required.

#### *Push Button(s)*

## Section 3 - 1.1.2 : FNS798 Report, page 1

FR\_FCS798\_PGI: Previewer

File View Help

Page 1

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection unless it displays a valid OMB control number. The valid OMB control number for this information is 0704-0188. The time required to complete this collection is estimated to average 3.1 hours per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the collection of information.

WIC MONTHLY FINANCIAL MANAGEMENT AND PARTICIPATION REPORT				
STATE	LOC	FEDERAL FISCAL YEAR	REPORT MONTH/CALENDAR YEAR	DATE SUBMITTED
ARIZONA	99-99-9999	2003	JUL 2003	
SEVEN DIGIT CODE		DATE RECEIVED IN R/O	DATE ENTERED IN SYSTEM	MONTHLY REPORT
0491701				
Food Obligation Estimate				
				<b>YTD Total</b>
1. Adjusted Gross Obligations				0
2. Estimated Rebates				0
3. Net Federal Obligations				0
Actual Food Outlays				
				<b>YTD Total</b>
4. Gross Outlays				0
5. Unliquidated Obligations				0
6. Gross Outlays & Unliq.				0
7. Rebates Billed				0
8. Program Income				0
9. Postpartum Vendor Collections				0
10. Participant Collections				0
11. Other Credits				0
12. Net Federal Outlay & Unliq.				0
13. Month Closed Out (V/M)				0
14. Annual Net Federal Cost				0
Federal Participation				
				<b>YTD Total</b>
15a. Women Program				0
b. Women Breastfeeding				0
c. Women Postpartum				0
d. Total Women				0
16. Infants				0
17. Children				0
18. Total				0
Year-to-Date NGA Costs				
				<b>YTD Total</b>
19. Gross Outlays				
20. Unliquidated Obligations				
21. Gross Outlays & Unliq.				
22. Program Income				

4

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Figure 2 – FNS798 Report, page 1 (cont)

FR\_FCS798\_PG1: Previewer

File View Help

Page: 1

1. Adjusted Gross Obligations	0
2. Estimated Rebates	0
3. Net Federal Obligations	0

Actual Food Outlays

4. Gross Outlays	0
5. Unliquidated Obligations	0
6. Gross Outlays & Unliq.	0
7. Rebates Billed	0
8. Program Income	0
9. Participant Vendor Collections	0
10. Participant Collections	0
11. Other Credits	0
12. Net Federal Outlay & Unliq.	0
13. Month Closed Out (V/M)	0
14. Annual Net Federal Cost	0

Federal Participation

15a. Women Pregnant	0
b. Women Breastfeeding	0
c. Women Postpartum	0
d. Total Women	0
16. Infants	0
17. Children	0
18. Total	0

Year-to-Date NIA Costs

19. Gross Outlays	
20. Unliquidated Obligations	
21. Gross Outlays & Unliq.	
22. Program Income	
23. Participant Vendor Collections	
24. Participant Collections	
25. Other Credits	
26. Net Federal Outlay & Unliq.	
27. Est. Future Month(s) Oblig.	
28. Annual Net Federal Cost	

4

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**Section 3 - 1.1.3 : FNS798 Report, Page 2**

FR\_FCS798\_PG2: Previewer

File View Help

Page: 1

Remarks:	Line No	Suffix	Remark

<b>Certification:</b> I certify to the best of my knowledge and belief that the report is correct and that all outlays and unliquidated obligations are for the purposes set forth in the award document.	Typed Name and Title of Certifying Officer
	Signature
	Telephone Number

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*Fields*

**State** - Name of State as entered in the static factors table.

**LOC** - Letter of Credit.

**Federal Fiscal Year** - The fiscal year being reported.

**Report Month/Calendar Year** - The month and year the report is generated for.

**Seven Digit Code** - The State ID number.

**Date Received** - For Federal Government use.

**Date Entered System** - For Federal Government use.

*Food Obligation Estimate*

1. **Adjusted Gross Obligation** - The amount of money net of vendor and participant collections and program income used to fund food outlays that the State estimates it will spend each month for WIC food instruments issuances.

2. **Estimated Rebate** - The amount of money that the state estimates that it will receive for rebates. Rebates are refunds on WIC food items from a food manufacturer.

3. **Net Federal Obligation** - The gross obligation minus the estimated rebate amounts.

*Actual Food Outlays*

4. **Gross Outlays** - The cumulative amount used to fund food outlays for the report month.

5. **Unliquidated Obligations** - The unreconciled amount of obligations.

6. **Gross Outlays & Unliq.** - The cumulative amount of outlays and unliquidated obligations for the report month.

7. **Rebates Billed** - The amount of invoices submitted to food manufacturers for rebate payments.

(Number of units redeemed times rebate per unit.)

8. **Program Income** - The amount of monies received.

9. **Postpymt Vendor Collections** - The amount of reconciled vendor payments.

10. **Participant Collections** - The reconciled amount of participant collections.

11. **Other Credits** - The amount of remaining credits not calculated in the above outlays.

12. **Net Federal Outlay and Unliq.** - The actual net amount of the WIC Program food costs paid with Federal funds. (Actual outlays + obligations minus rebates billed.)

13. **Month Closed Out (Y/N)** - A month is closed out at the point that all food instruments have been redeemed, voided or expired for a given month.

14. **Annual Net Federal Cost** - This is the annual federal cost to the program.

*Federal Participation*

15. a. **Women Pregnant** - Count of pregnant women as determined by category code.

b. **Women Breastfeeding** - Count of women up to one year postpartum who are Breastfeeding their infants by category code.

c. **Women Postpartum** - Count of women up to six months after termination of pregnancy by category code.

d. **Total Women** - The sum of 8 a thru c.

16. **Infants** - Count of persons under one year of age (determined by category code).

17. **Children** - Count of persons who have had their first birthday, but have not yet attained their fifth birthday (determined by category code). Children will receive benefits until the end of the month in which their 5th birthday occurs.

18. **Total** - The actual number of federally supported participants (total women, infants and children) for elapsed months. (15(d) plus 16 plus 17).



*Year to Date NSA Costs (non-food costs)*

19. **Gross Outlays** - The cumulative amount used to fund NSA for the report month.
20. **Unliquidated Obligations** – The unreconciled amount of non-food obligations.
21. **Gross Outlays & Unliq.** - The cumulative amount of outlays and unliquidated obligations to fund NSA for the report month.
22. **Program Income** - The amount of monies received from NSA items.
23. **Postpymt Vendor Collections** - The amount of reconciled vendor payments for non-food items.
24. **Participant Collections** - The reconciled amount of participant collections for NSA.
25. **Other Credits** - The amount of remaining credits not calculated in the above outlays.
26. **Net Federal Outlay and Unliq.** - The actual net amount of the WIC Program food costs paid with Federal funds. (Actual outlays + obligations minus rebates billed.)
27. **Est. Future Month(s) Oblig.** - A month is closed out at the point that all non-food items have been redeemed, voided or expired for a given month.
28. **Annual Net Federal Cost** - This is the annual federal cost to the program.

**Calculations:** See definitions. Also see Financial Management DTSD.

**Background Processes:** None

### Section 3 - 1.1.4 : Input to FNS 798 - screen 1

Figure 3 - Input to FNS 798-screen 1

#### Fields

**Federal Fiscal Year (FFY)** (Mandatory) - The current or prior fiscal year(s) can be selected from a drop down list of values. The fiscal year is created in the annual factors window.

**Report month Calendar Year** (Mandatory) - The fiscal month is selected from the drop down list of values.

#### Food Obligation Estimates Section

1. **Gross Obligation** (Optional) - The amount of money net of vendor and participant collections and program income used to fund food outlays that the State estimates it will spend each month for WIC food instruments issuances.
2. **Estimated Rebate** (Optional) - The amount of money that the state estimates that it will receive for rebates. Rebates are refunds on WIC food items from a food manufacturer.
3. **Net Federal Obligation** (Display) - The system calculates the total net federal obligation by subtracting the estimated rebate amounts from the gross obligation.

#### Actual Food Outlays Section

4. **Gross Outlays** (Display) - The cumulative amount used to fund food outlays for the report month. (Food Outlays for the report month.)
5. **Unliquidated Obligations** – The amount of un-reconciled obligations for the month.
6. **Gross Outlay & Unliq.** – The addition of lines 4 and 5.
7. **Rebates Billed** (Display) - The amount of invoices submitted to food manufacturers for rebate payments. (Number of units redeemed times rebate per unit.)
8. **Program Income** - The amount of monies received.

9. **Postpymt Vendor Collections** - The amount of reconciled vendor payments.
10. **Participant Collections** - The reconciled amount of participant collections.
11. **Other Credits** - The amount of remaining credits not calculated in the above outlays.
12. **Net Federal Outlay and Unliq.** - The actual net amount of the WIC Program food costs paid with Federal funds. (Actual outlays + obligations minus rebates billed.)
13. **Month Closed Out (Y/N)** - A month is closed out at the point that all food instruments have been redeemed, voided or expired for a given month.
14. **Annual Net Federal Cost** - This is the annual federal cost to the program.

#### *Federal Participation*

15.
  - a. **Women Pregnant** - Count of pregnant women as determined by category code.
  - b. **Women Breastfeeding** - Count of women up to one year postpartum who are Breastfeeding their infants by category code.
  - c. **Women Postpartum** - Count of women up to six months after termination of pregnancy by category code.
  - d. **Total Women** - The sum of 8 a thru c.
16. **Infants** - Count of persons under one year of age (determined by category code).
17. **Children** - Count of persons who have had their first birthday, but have not yet attained their fifth birthday (determined by category code). Children will receive benefits until the end of the month in which their 5th birthday occurs.
18. **Total** - The actual number of federally supported participants (total women, infants and children) for elapsed months. (15(d) plus 16 plus 17).

#### *Push Button(s)*

**Create/Reset** (Button) - This button, when clicked, retrieves data from the database and populates those fields with system stored and/or calculated data values.

**Remarks** (Button) - Provides the ability to enter comments associated with the FNS 498.

**Next Page** (Button) - Provides the ability to page through the form.

### Section 3 - 1.1.5 : Input to FNS 798 - screen 2

**Figure 4 -** Input to FNS 798-screen 2

#### *Year to Date NSA Costs (non-food costs)*

19. **Gross Outlays** - The cumulative amount used to fund NSA for the report month.
20. **Unliquidated Obligations** – The unreconciled amount of non-food obligations.
21. **Gross Outlays & Unliq.** - The cumulative amount of outlays and unliquidated obligations to fund NSA for the report month.
22. **Program Income** - The amount of monies received from NSA items.
23. **Postpymt Vendor Collections** - The amount of reconciled vendor payments for non-food items.
24. **Participant Collections** - The reconciled amount of participant collections for NSA.
25. **Other Credits** - The amount of remaining credits not calculated in the above outlays.
26. **Net Federal Outlay and Unliq.** - The actual net amount of the WIC Program food costs paid with Federal funds. (Actual outlays + obligations minus rebates billed.)
27. **Est. Future Month(s) Oblig.** - A month is closed out at the point that all non-food items have been redeemed, voided or expired for a given month.
28. **Annual Net Federal Cost** - This is the annual federal cost to the program.

**Section 3 - 1.1.6**      Input to FNS 798, screen 3

Arizona WIC Program - [Input To FMS798]

File Edit Item Record Query Window Help

December January February March April May June July August September YTD Total

Enter a query; press F8 to execute, Ctrl-q to cancel  
Record: 1/1 Enter Query List of Values (OSD) (DBG)

Start Microsoft Outlook Search Results Reports Background Engine FM DFDD.doc - Microsoft Word Arizona WIC Program ... 3:09 PM

**Figure 5 - Input to FNS 798, screen 3**

## Fields

**YTD Total** - Year to Date Totals for the row values for each month represented. This field is display only.

### Section 3 - 1.1.7 : Input to FNS 798-screen 4

TRANSACTION	(A) FOOD	(B) NSA	(C) TOTAL
29. FORMULA GRANT			0
30. PRIOR YEAR SPENDING OPTIONS:			
a. SPENDFORWARD FROM PRIOR YEAR			0
b. BACKSPEND TO PRIOR YEAR			0
31. SUBTOTAL (29 PLUS 30)	0	0	0
32. ANNUAL NET FEDERAL COST	0	0	0
33. BALANCE BEFORE APPLICATION OF PREPAYMENT VENDOR COLLECTIONS (31 MINUS 32)	0	0	0
34. PREPAYMENT VENDOR COLLECTIONS			0
35. BALANCE BEFORE CONVERSION (33 PLUS 34)	0	0	0
36. CONVERSION:			
a. FOOD TO NSA			
b. NSA TO FOOD			
37. BALANCE AFTER CONVERSION (35 PLUS 36)	0	0	0
38. CURRENT YEAR SPENDING OPTIONS:			
a. SPENDFORWARD TO FOLLOWING YEAR			0
b. BACKSPEND FROM FOLLOWING YEAR			0
39. RESULTS OF REPORT YEAR PROGRAM OPERATIONS (37 PLUS 38)	0	0	0
40. PRELIMINARY RECOVERIES / CASH TRANSFERS:			
a. PRELIMINARY RECOVERIES			0
b. CASH TRANSFERS IN (OUT)			0
c. TOTAL RECOVERIES / CASH TRANSFERS	0	0	0
41. FEDERAL FUNDS TO BE RECOVERED (RESTORED) (39 PLUS 40C)	0	0	0
EXPLANATORY NOTES:			
42. FUNDS SPENT FOR BREAST PUMPS			0
43. PORTION SPENDFORWARD TO FOLLOWING YEAR			0

Figure 6 - Input to FNS 798-screen 4

29. **Formula Grant** – Grants issued for Food and NSA items.
30. **Prior Year Spending Options:**
  - a. **Spendforward from Prior Year** - The amount of the prior years grant being applied to the current year.
  - b. **Backspend to Prior Year** – The amount to backspend to the prior year.
31. **Subtotal (29 plus 30)** –display only.
32. **Annual Federal Cost** – Calculated for food and NSA items.
33. **Balance Before Application of Prepayment Vendor Collections (31 minus 32)** - display only.
34. **Prepayment Vendor Collections** – The amount of un-reconciled collections.
35. **Balance Before Conversion (33 plus 34)** – display only.
36. **Conversions:**
  - a. **Food to NSA** - Inputted cost.
  - b. **NSA to Food** – Inputted cost.
37. **Balance After Conversion (35 plus 36)** – display only.
38. **Current Year Spending Options:**
  - a. **Spendforward to Following Year** – The amount of the current years grant applied to the forward year..
  - b. **Backspend From Following Year** – The amount to backspend from the forward year.
39. **Results of Report Year Program Operations (37 plus 38)** – display only.
40. **Preliminary Recoveries / Cash Transfers:**
  - a. **Preliminary Recoveries** – The amount of recovery items for the current year.
  - b. **Cash Transfers In(Out)** – The amount of transfers in the current year.
  - c. **Total Recoveries / Cash Transfers** – A plus B, display only.
41. **Federal Funds to be Recovered (Restored)** – The amount recovered in the current year .

## Explanatory Notes

42. **Funds Spent for Breast pumps** – The amount spent for breast pumps in the current year.

43. **Portion Spentforward to Following Year Attributable to Vendor / Part Collections -**  
The forward spending amount for collections.

**Calculations:** See Definitions and also the Financial Management DTSD.

Background Processes: None

## Financial Management

### Section 3 - 2 : Caseload Management

#### Section 3 - 2.1 : Participation Assignment

**Priority:** Required

**Window:** WIC Participation Assignment, *[CO 32] CSF Participation Assignment [End CO 32]*

**Report:** No

**FSRD Reference:** FM 2.1, FM 2.1.1, FM2.1.5, FM 2.1.6, FM 2.1.9, FM 2.1.10

**Narrative:**

The Participation Assignment interface is presented to permit allocation of state caseload to local agencies. To assist in caseload management the Window will provide achievement numbers, as the numbers become available, for comparison against the allocation that was made.

Additionally, a factor that represents the percentage of the parent organization's allocation is provided to assist in review and distribution management. This same functionality is provided to local agencies to allocate caseload to clinics (Previous FFY and Current FFY) have the same fields. Only current FFY values are modifiable.

*[CO 32]*

**Note:**

*All the CSF Program Windows will state Arizona CSF Program in the title bar in the final product. All screens in this document do not reflect this due to programming efforts required to accomplish the title bar change. The screens in this document are intended to capture the content, layout and functionality of the Arizona system. This will be noted in the DTSD as well and will be addressed during development.*

*[End CO 32]*

**Sort Criteria (Major to Minor):**

F\_CASE\_ASSIGNMENT.FFY\_MON (ASC)

O\_ORGANIZATIONAL\_UNIT.NAME (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 2.1.1 : WIC Participation Assignment, screen 1 of 2

**Allocation Year**

Fiscal Year: 2006    Managed By Category: No    Create Assignments    Reset Assignments

**Previous Year Allocations**

Previous FFY	FFY	Month	ID	Name	Alloc. Factor	Current Alloc.	Effective Date	Assignment	Ac
2005	JUL	10		PIMA COUNTY HEALTH DEPT	.0454	40	09/18/2005	6513	
2005	JUL	1		APACHE COUNTY HEALTH DEPT	.11351	100	07/18/2005	16283	
2005	JUL	2		COCHISE COUNTY DEPT OF HEALTH AND	.23837	210	07/22/2005	34195	
2005	JUL	3		COCONINO COUNTY DEPT OF PUBLIC HEA	.07946	70	07/18/2005	11398	

**Current Year Allocations**

Current FFY	FFY	Month	ID	Name	Alloc. Factor	Current Alloc.	Effective Date	Assignment	Ac
2006									

Assigned Caseloads:    Available:    % of YR Elapsed: 79.60%    YTD Part: 67897

**Figure 7 - WIC Participation Assignment**

Fields

#### *Allocation Year*

**Fiscal Year** - LOV, lists the Federal Fiscal years available from the annual factors table to be retrieved. The year chosen will be considered the current year, year chosen minus one will be the previous year. This field is mandatory.

**Managed By Category** - Display only, identifies whether the budget is broken down by categories.

#### *Previous Year Allocations*

**Previous FFY** - Identifies the Federal Fiscal year associated with this record. This field is optional.

**FFY Month** - Identifies the month for the Federal Fiscal year associated with this record. This field is display only.

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Alloc. Factor** - The percentage of the parent organization's allocation. This field is display only.

**Current Alloc** - The number of estimated participation assigned. This field is display only.

**Effective Date** - The effective date in which the participants are assigned. This field is display only.

**Assignment** - The caseload assignment that is made to this local agency clinic. Note: Assignments can be changed only for months that have not passed. This field is display only.

**Achievement** - The achievement that was met for the local agency clinic during the identified month and year. This field is display only.

**Percent Achieved** - The percentage of the parent organization's achievement during the identified month and year. This field is display only.

*Current Year Allocations*

**Current FFY** - Identifies the Federal Fiscal year associated with this record. Double clicking on this field will bring up the category participation assignment window. This field is optional.

**FFY Month** - Identifies the month for the Federal Fiscal year associated with this record. This field is display only.

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Alloc. Factor** - The percentage of the parent organization's allocation. This field is mandatory if the assignment field is not populated.

**Current Alloc** - The number of estimated participation assigned. This field is display only.

**Effective Date** - The effective date in which the participants are assigned. This field is display only.

**Assignment** - The caseload assignment that is made to this local agency clinic. Note: Assignments can be changed only for months that have not passed. This field is mandatory if the alloc factor field is not populated.

**Achievement** - The achievement that was met for the local agency clinic during the identified month and year. This field is display only.

**Percent Achieved** - The percentage of the parent organization's achievement during the identified month and year. This field is display only.

### Section 3 - 2.1.2 : WIC Participation Assignment, screen 2 of 2

**Allocation Year**  
Fiscal Year: 2002 Managed By Category: Yes Create Assignments Reset Assignments

**Previous Year Allocations**

FFY	Month	ID	Name	Percent Achievement	Percent Achieved	Cumulative Percent Achieved
2001	JAN	3	COCONINO COUNTY DEPT OF PUBLIC HEA	549	0.00%	0.00%
2001	JAN	7	MARICOPA COUNTY DEPT OF PUBLIC HEA	100	0.00%	0.00%
2001	FEB	3	COCONINO COUNTY DEPT OF PUBLIC HEA	549	0.00%	0.00%
2001	FEB	7	MARICOPA COUNTY DEPT OF PUBLIC HEA	100	0.00%	0.00%

**Current Year Allocations**

FFY	Month	ID	Name	Percent Achievement	Percent Achieved	Cumulative Percent Achieved
2002						

Assigned Caseloads: Available: % of YR Elapsed: 19.62% YTD Part: 0

Select federal fiscal year from the list of values.  
Record: 1/1 <OSC> <DBG>

**Figure 8 - WIC Participation Assignment, screen 2 of 2**

#### Fields

##### Previous Year Allocations

**Cumulative Percent Achieved** - The percentage of the parent organization's achievement during the identified year. This field is display only.

##### Current Year Allocations

**Cumulative Percent Achieved** - The percentage of the parent organization's achievement during the identified year. This field is display only.

**Assigned Caseloads** - The total caseload allocated to the parent level organizational unit. This field is display only.

**Available** - The total caseload available. This field is calculated.

**% of YR Elapsed** - Percentage of the fiscal year elapsed since Oct 1 of current fiscal year. This field is calculated.

**YTD Part** - Year to Date participation count. This field is calculated.

#### Push Button(s)

**Create Assignments** - Distribute case loads among local agencies or clinics for the whole fiscal year. **Reset Assignments** - Change caseloads for the current and following months.

### Section 3 - 2.1.3 : WIC Category Participation Assignment

**Participation Assignment For Categories**

Allocation Year: 2002  
 Fiscal Year: 2002  
 Previous Year: 2001  
 Previous FFY: 2001  
 Current Year: 2002  
 Current FFY: 2002  
 Month: DEC

Organization: 1 APACHE COUNTY HEALTH DEPT

Category	Alloc. Factor	Assignment Achievement	Achieved Factor
C1	0	0	0
C2	0	0	0
C3	0	0	0
C4	0	0	0
C5	0	0	0
Total:	0	0	0

Budget Caseloads: 0  
 Total Assigned: 0  
 Available Caseloads: 0

Assigned Caseloads: 0 Available: 0 % of YR Elapsed: 19.62% YTD Part: 0

Percent Achieved: 0.00%

OK

The current federal fiscal year, if managed by category is yes at the top then double click or press F2 to go to participation assignment for categories window.  
 Record: 1/? <OSC> <DBG>

**Figure 9 - WIC Category Participation Assignment**

#### Fields

##### *Participation Assignment for Categories*

**Fiscal Year** - LOV, lists the Federal Fiscal years available from the annual factors table to be retrieved. The year chosen will be considered the current year, year chosen minus one will be the previous year. This field is display only.

**Month** - Identifies the month for the Federal Fiscal year associated with this record. This field is display only.

**Organization** - Unique identification for the organizational unit (local agency or clinic) and the name of the organization to which the assignment is made. These fields are display only.

**Category** - Category to which the assignment is made. This field is display only.

**Alloc. Factor** - The percentage of this category in comparison to the parent organization's allocation. This field is mandatory if the assignment field is not populated.

**Assignment** - The caseload assignment that is made to this category within organization. Note: Assignments can be changed only for months that have not passed. This field is mandatory if the alloc factor field is not populated.

**Achievement** - The achievement that was met for the category within organization during the identified month and year. This field is display only. **Achieved Factor** - The percentage of the category for this organization's achievement during the identified month and year. This field is display only.

**Budget Caseloads** - The total number of participants budgeted. This field is display only.

**Total Assigned** - The total number of caseloads assigned to organizational units. This field is display only.

**Available Caseloads** - the number of budgeted caseloads not assigned. This field is display only.

*Push Button(s)*

**OK** - The current allocation factors are distributed across the organizations.

**Calculations:**

**Alloc Factor** - Assignment/Caseload.

**Percent Achieved** - (Participation/Caseload Assigned) \* 100.

**YTD Part.** - Sum(monthly participation).

**Available Caseloads** - Assignment - Participation.

**Cumulative Percent Achieved** - Sum(Percent Achieved).

**% of YR Elapsed** - ((365/Number of days elapsed since Oct 1 of current fiscal year) \* 100). If the fiscal year being requested is a past fiscal year, this % will be reflected as 100%.

**Background Processes:** Assignment is initially done by the state to the local agencies. Once the local agencies have their allocations/assignments, they can further allocate to the clinics and/or categories.

### Section 3 - 2.1.4 : WIC Participation Assignment Analysis (create) pop up

**Arizona WIC Program - [WIC Participation Assignments]**

File Edit Item Record Query Window Help

Allocation Year: Fiscal Year: 2006 Managed By Category: No Create Assignments Reset Assignments

Previous Participation Assignment Analysis

Previous FFY	Org. ID Name	Last Allocation Factor 2005 - SEP	Current Allocation	Effective Date
2005	01 APACHE COUNTY HEALTH DEPT	.082645	300	07/19/2006
2005	02 COCHISE COUNTY DEPT OF HEALTH AND :	.330579	200	07/19/2006
2005	03 COCONINO COUNTY DEPT OF PUBLIC HEA	.247934	100	07/19/2006
2005	04 GILA COUNTY HEALTH DEPT	.165289	180	07/19/2006
2005	05 GRAHAM COUNTY DEPT OF HEALTH	.008264	200	07/19/2006
<b>Total:</b>			780	

Current FFY: 2006

Cancel Distribute Case Loads

Assigned Caseloads: Available: % of YR Elapsed: 79.81% YTD Part: 67897

**Figure 10 - WIC Participation Assignment Analysis (create) pop-up**

#### Fields

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Last Allocation Factor** - The last value of the percentage of the parent organization's allocation. The column heading will display the month and year associated with the last time the allocation factor was changed. If this is the first time the allocation factor is being set, this field will display the current month and time and will use the current allocation factor as the last allocation factor. This field is display only.

**Current Allocation Factor** - The percentage of the parent organization's allocation. This field is optional.

**Effective Date** - The effective date in which the participants are assigned. Default to sysdate.

#### Push Button(s)

**Cancel** - Exits screen without making any changes.

**Distribute Case Loads** - The current allocation factors are distributed across the organizations.

### Section 3 - 2.1.5 : WIC Participation Assignment Analysis (change) pop up

**Allocation Year**  
Fiscal Year: 2006 Managed By Category: No Create Assignments Reset Assignments

**Previous** Participation Assignment Analysis

Org. ID	Name	Last Allocation Factor 2005 - SEP	Current Allocation	Effective Date
01	APACHE COUNTY HEALTH DEPT	.082645	200	07/19/2006
02	COCHISE COUNTY DEPT OF HEALTH AND :	.330579	300	07/19/2006
03	COCONINO COUNTY DEPT OF PUBLIC HEA	.247934	100	07/19/2006
04	GILA COUNTY HEALTH DEPT	.165289	80	07/19/2006
05	GRAHAM COUNTY DEPT OF HEALTH	.008264	60	07/19/2006
<b>Total:</b>			680	

Buttons: Cancel, Distribute Case Loads

Assigned Caseloads: 143455 Available: 0 % of YR Elapsed: 79.80% YTD Part: 67897

Figure 11 - WIC Participation Assignment Analysis (change) pop-up

#### Fields

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Last Allocation Factor** - The last value of the percentage of the parent organization's allocation. The column heading will display the month and year associated with the last time the allocation factor was changed. If this is the first time the allocation factor is being set, this field will display the current month and time and will use the current allocation factor as the last allocation factor. This field is display only.

**Current Allocation Factor** - The percentage of the parent organization's allocation. This field is optional.

**Effective Date** - The effective date in which the participants are assigned. Default to sysdate.

#### Push Button(s)

**Cancel** - Exits screen without making any changes

**Distribute Case loads** - The current allocation factors are distributed across the organizations.



[CO 32]

Section 3 - 2.1.6 : CSF Participation Assignment, screen 1 of 2

## Screen Not Available. Functionality Deferred.

Figure 12 - CSF Participation Assignment, screen 1 of 2

### Fields

#### Allocation Year

**Fiscal Year** - LOV, lists the Federal Fiscal years available from the annual factors table to be retrieved. The year chosen will be considered the current year, year chosen minus one will be the previous year. This field is mandatory.

**Managed By Category** - Display only, identifies whether the budget is broken down by categories.

#### Previous Year Allocations

**Previous FFY** - Identifies the Federal Fiscal year associated with this record. This field is optional.

**FFY Month** - Identifies the month for the Federal Fiscal year associated with this record. This field is display only.

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Alloc. Factor** - The percentage of the parent organizations allocation. This field is display only.

**Current Alloc** - The number of estimated participation assigned. This field is display only.

**Effective Date** - The effective date in which the participants are assigned. This field is display only.

**Assignment** - The caseload assignment that is made to this local agency or clinic. This field is display only.

**Achievement** - The achievement that was met for the local agency or clinic during the identified month and year. This field is display only.

**Percent Achieved** - The percentage of the parent organizations achievement during the identified month and year. This field is display only.

#### Current Year Allocations

**Current FFY** - Identifies the Federal Fiscal year associated with this record. Double clicking on this field will bring up the category participation assignment window. This field is optional.

**FFY Month** - Identifies the month for the Federal Fiscal year associated with this record. This field is display only.

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Alloc. Factor** - The percentage of the parent organizations allocation. This field is mandatory if the assignment field is not populated.

**Assignment** - The caseload assignment that is made to this local agency clinic. Note: Assignments can be changed only for months that have not passed. This field is mandatory if the alloc factor field is not populated.

**Achievement** - The achievement that was met for the local agency clinic during the identified month and year. This field is display only.



***Percent Achieved*** - *The percentage of the parent organizations achievement during the identified month and year. This field is display only.*

**Section 3 - 2.1.7** : CSF Participation Assignment, screen 2 of 2

## **Screen Not Available. Functionality Deferred.**

**Figure 13** - CSF Participation Assignment, screen 2 of 2

### *Fields*

#### *Previous Year Allocations*

**Cumulative Percent Achieved** - The percentage of the parent organizations achievement during the identified year. This field is display only.

#### *Current Year Allocations*

**Cumulative Percent Achieved** - The percentage of the parent organizations achievement during the identified year. This field is display only.

**Assigned Caseloads** - The total caseload allocated to the parent level organizational unit. This field is display only.

**YTD Part** - Year to Date participation count. This field is calculated.

**Available Caseloads** - The total caseload available. This field is calculated.

**% of YR Elapsed** - Number of days elapsed since Oct 1 of current fiscal year. This field is calculated.

**Calculations:**

**Alloc. Factor** - Assignment/Caseload.

**Achievement** - Count(Participation) by organization, month and year

**Percent Achieved** - (Participation/Caseload Assigned) \* 100

**Total Partcptn YTD** - Sum(monthly participation)

**Available Caseloads** - Assignment - Participation

**Cumulative Percent Achieved** - Sum(Percent Achieved)

**% of YR Elapsed** - 365/Number of days elapsed since Oct 1 of current fiscal year. If the fiscal year being requested is a past fiscal year, this % will be reflected as 100%.

**Background Processes:** Assignment is initially done by the state to the local agencies. Once the local agencies have their allocations/assignments, they can further allocate to the clinics and/or categories. To allocate by category, double click on the Current FFY field in the Current Year Allocations section.

**Section 3 - 2.1.8 : CSF Categorical Participation Assignment****Screen Not Available. Functionality Deferred.****Figure 14 - CSF Categorical Participation Assignment***Fields**Participation Assignment for Categories*

**Fiscal Year** - The Federal Fiscal years available from the CSF Participation Assignment window, current year allocation section. This field is display only.

**Month** - Identifies the month for the Federal Fiscal year associated with this record. This field is display only.

**Organization** - Unique identification for the organizational unit (local agency or clinic) and the name of the organization to which the assignment is made. These fields are display only.

**Category** - Category to which the assignment is made. This field is display only.

**Alloc. Factor** - The percentage of this category in comparison to the parent organizations allocation. This field is mandatory if the assignment field is not populated.

**Assignment** - The caseload assignment that is made to this category within organization. Note: Assignments can be changed only for months that have not passed. This field is mandatory if the alloc factor field is not populated.

**Achievement** - The achievement that was met for the category within organization during the identified month and year. This field is display only.

**Percent Achieved** - The percentage of the category for this organizations achievement during the identified month and year. This field is display only.

*Push Button(s)*

**OK** - The current allocation factors are distributed across the organizations.

**Section 3 - 2.1.9** : CSF Participation Assignment, Create Assignment Pop up

## **Screen Not Available. Functionality Deferred.**

**Figure 15** - CSF Participation Assignment, Create Assignment Pop up

### *Fields*

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

**Name** - The name of the organizational unit. This field is display only.

**Last Allocation Factor** - The last value of the percentage of the parent organizations allocation. The column heading will display the month and year associated with the last time the allocation factor was changed. If this is the first time the allocation factor is being set, this field will display the current month and time and will use the current allocation factor as the last allocation factor. This field is display only.

**Current Allocation Factor** - The percentage of the parent organizations allocation. This field is optional.

### *Push Button(s)*

**Cancel** - Exits screen without making any changes.

**Distribute Case Loads** - The current allocation factors are distributed across the organizations.

**Section 3 - 2.1.10** : CSF Participation Assignment, Change Assignments Pop up

## **Screen Not Available. Functionality Deferred.**

**Figure 16** - CSF Participation Assignment, Change Assignments Pop up

### *Fields*

**Org. ID** - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is mandatory.

**Name** - The name of the organizational unit. This field is display only.

**Last Allocation Factor** - The last value of the percentage of the parent organizations allocation. The column heading will display the month and year associated with the last time the allocation factor was changed. If this is the first time the allocation factor is being set, this field will display the current month and time and will use the current allocation factor as the last allocation factor. This field is display only.

**Current Allocation Factor** - The percentage of the parent organizations allocation. This field is optional.

### *Push Button(s)*

**Cancel** - Exits screen without making any changes.

**Distribute Case Loads** - The current allocation factors are distributed across the organizations.

**[End CO 32]**

## Financial Management

### Section 3 - 2.2 : Categories/Priorities

**Priority:** Required

**Window:** Categories/Priorities

**Report:** No

**FSRD Reference:** FM 2.1.4, FM 2.1.9, FM 2.1.14, FM 2.1.16

**Narrative:**

The priorities served functionality is a caseload management tool that is used to perform impact analysis and apply restrictions to caseload on a global basis. The Arizona WIC System provides the capability of analyzing the effect of setting “freezes” by priority or category. Freezes are defined as caseload management decisions which limit the certification of enrollees generally due to a lack of available food grant monies. The transfer system functionality allows users to gather redemption and participation information on categories and/or priorities of participants. The analysis can be of a reiterative nature and repeated as many times as the user wishes. This information can then be applied against a copy of the current year’s estimated caseload using the same spreadsheet function described earlier. Once the analysis is complete, the user can invoke the freeze from the same window that the original redemption analysis was done from. This affects the certification process in that when a freeze is in effect and the participant being certified falls into the freeze criteria, a pop-up window will be displayed on the certification window and in the client health history window. Please see the certification section for more details.

Once the “copied” spreadsheet has been revised to reflect the freeze, the estimated participation and revised food package information needs to be manually applied to the real spreadsheet.

Local agencies will be able to use the analysis function and they will also be able to initiate a freeze.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Sort Criteria (Major to Minor):**

F\_BUDGET.MON (ASC)

F\_FINANCIAL\_FACTOR.FFY (ASC)

### Section 3 - 2.2.1 WIC Categories/Priorities-screen 1

Figure 17- WIC Categories/Priorities-screen 1

#### Fields

##### Evaluation Period

**WIC** - This radio button when checked will allow input or show data pertinent to WIC clients only..

**CSFP** – This radio button when checked will allow input or show data pertinent to CSFP clients only..

**State Funded** - This box is checked if the restriction is to fund the category/priority with State funds instead of federal moneys.

**Fiscal Year** - Identifies the year applicable to the record. This field is mandatory.

**Start Date** - This field defaults to the current month of the Federal Fiscal year, but can be overridden by the user. This field is mandatory.

**End Date** - This field defaults to the month that marks the end of the Federal Fiscal year, but can be overridden by the user. This field is mandatory.

**Local Agency** - LOV of local agencies to restrict selection to that local agency only. The agencies are populated through the organizational unit in the Operations Management module. This field is mandatory.

**Category** - LOV of Categories to restrict selection to that category. These categories are populated in the categories base table in the Certification and Enrollment module. This field is mandatory.

**Priority** - LOV of priority codes to restrict selection to that priority code. The priority codes are defined in a base table in the Certification and Enrollment module. This field is mandatory.

##### Reductions From Certifications



**Year** - The calendar year for the fiscal year of the certification end date. This field is display only.

**Month** - Calendar month of the certification end date. This field is display only.

**Cert. Count** - The number of unduplicated certification end dates that come due in the fiscal month being evaluated that are of the above category and priority combination. This field is display only.

**Agg. Cert Count** - If a previous month exists for the category/priority combination in the month and fiscal year indicated, the aggregate reduction is the value of unduplicated 'Agg. Cert Count' from all previous months in that fiscal year plus the value of unduplicated Reduction in the current month. This field is display only.

**Value Each** - The estimated pre rebate food package cost (value) of the certification to the WIC Program for the month indicated. This field is display only.

**Agg. Cert Value** - 'Agg. Cert Count' times 'Value Each.' This field is display only.

#### *Reductions from Stored Restrictions*

**From** - Original Start Date of the evaluation period selected by the user. This field is display only.

**Thru** - Original End Date of the evaluation period selected by the user. This field is display only.

**Year** - Calendar year for the fiscal year of the selected period. This field is display only.

**Month** - Calendar month for the fiscal year of the selected period. This field is display only.

**Due for Cert** - Number of certifications in wait list status for selected period of time. This field is display only.

**Terminations** - Number of certifications that will terminate within the selected period of time. This field is display only.

### Section 3 - 2.2.2 WIC Categories/Priorities-screen 2

**Arizona WIC Program - [Categories/Priorities]**

File Edit Item Record Query Window Help

**Evaluation Period**

☐ Wic ☐ CSFP ☐ State Funded

Fiscal Year: [dropdown] Local Agency: [dropdown]  
 Start Date: [dropdown] Category: [dropdown]  
 End Date: [dropdown] Priority: [dropdown]

**Reductions From Certifications**

Year	Month	Cert. Count	Agg. Cert. Count	Value Each	Agg. Cert. Value

**Reductions From Stored Restrictions**

From: [dropdown] Thru: [dropdown]

Year	Month	Agg. Cert. Count	Value Each	A

Select the fiscal year from the list of values:  
 Record: 1/1 List of Values: <OSC> <DBG>

Start | Inbox - Microsoft Outlook | Search Results | Reports Background Engine | FM DFDD.doc - Microsoft ... | Arizona WIC Program ... | 4:25 PM

**Figure 18-** WIC Categories/Priorities-screen 2

#### Fields

##### *Reductions From Stored Restrictions*

**Agg. Cert Count** - If a previous month exists for the category/priority combination in the month and fiscal year indicated, the aggregate reduction is the value of 'Agg. Cert Count' from all previous months in that fiscal year plus the value of Reduction in the current month. This field is display only.

**Value Each** - The estimated pre rebate food package cost (value) of the certification to the WIC Program for the month indicated. This field is display only.

### Section 3 - 2.2.3 WIC Categories/Priorities-screen 3

**Evaluation Period**

Select Restriction ☐ State Funded

Fiscal Year: 2002  
 Start Date: 12/12/2001  
 End Date: 09/30/2002

Local Agency: 07  
 Category: PG2  
 Priority: 1

MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC AD  
 PREGNANT ADULT (18 AND OVER)  
 PRIORITY 1

**Reductions From Certifications**

Year	Month	Cert. Count	Agg. Cert. Count	Value Each	Agg. Cert. Value
2001	DEC	48	48	0	0
2002	JAN	20	68	0	0
2002	FEB	2	70	0	0
2002	MAR	0	70	0	0
2002	APR	1	71	0	0

**Reductions From Stored Restrictions**

From: Thru:

Year	Month	Value Each	Agg. Cert. Value

Evaluate Cashflow Impact Waitlist Management

Select the priority level from the list of values.  
 Record: 1/1 <OSC> <DBG>

**Figure 19 - WIC Categories/Priorities-screen 3**

#### *Reductions From Stored Restrictions*

Wait List data will be displayed from the 'caseload restrictions', also latest Wait List data will be displayed from certification. If the evaluation period is for current/future month then user is allowed to modify the period. A restriction already imposed can be deleted if it is for a future period. When the evaluation period is changed by the user, data on the Reductions from Certification are refreshed, fetching values from certifications, but data on the Wait List block remains the same.

**Agg. Cert Value** - 'Agg. Cert Count' times value each. This field is display only.

#### *Push Button(s)*

**Select Restriction** - By clicking this button a window is presented to permit the user to choose from existing restrictions. Highlighting an existing restriction will auto fill the fields for the evaluation period section.

**Evaluate Cashflow Impact** - By clicking on this button, the user is able to view a copy of the current cashflow spreadsheet (see section on Cashflow Current) adjusted to reflect the financial impact of the change in participation for each of the months displayed. Modifications to the spreadsheet are temporary.

**Waitlist Management** - By clicking this button a window is presented to permit the user to view wait list management criteria.

### Section 3 - 2.2.4 Wait List Management Pop up

The screenshot shows the 'Waitlist Management' pop-up window. It includes the following fields and controls:

- Maximum Days Active on list:** 180
- Minimum Contacts to exclude:** 3
- Days Allowed for response:** 20
- OK button:** Located at the bottom right of the pop-up.
- Wait List Management Criteria to be met prior to termination table:**

Year	Month	0	0	0	0	0	0
2001							
2002							
2002	MAR	0	0	0	0	0	0
2002	APR	0	0	0	0	0	0

The background window shows the 'Evaluation Period' section with the following information:

- Fiscal Year:** 2002
- Local Agency:** 07
- Local Agency Name:** MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC AD
- State Funded:** ☐
- Buttons:** Evaluate Cashflow Impact, Waitlist Management

**Figure 20 - WIC Categories/Priorities - Wait List Management Pop-Up**

#### Fields

**Maximum Days Active on List** - The maximum number of days that a client will remain active on the wait list before an automatic change of status to inactive. This field is mandatory on the static factors screen and is display only for this pop up.

**Minimum Contacts to exclude** - The minimum number of contact attempts that must be made to notify a participant on the wait list that an opportunity exists to provide service before the participant can be changed from active to inactive. This field is mandatory on the static factors screen and is display only for this pop up.

**Days Allowed for response** - The number of days that a participant has to respond to a contact attempt to notify that an opportunity to provide service is available. If the number of contact attempts is less than the wait list contacts number the person remains active on the wait list. This field is mandatory on the static factors screen and is display only for this pop up.

#### Push Button(s)

**OK** - Clicking this button closes the Wait List Management Criteria Window.

### Section 3 - 2.2.5 WIC Categories/Priorities - Caseload Restriction Pop up

Arizona WIC Program - [Categories/Priorities]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Evaluation Period**

Select Restriction ☐ State Funded

Fiscal Year: 2002 Local Agency: [ ]

Start Date: 12/11/2001 Category: [ ]

End Date: 09/30/2002 Priority: [ ]

**Existing Caseload Restrictions**

Find: 12/11/2001%

Start Date	End Date	Category	Priority	Agency
12/11/2001	09/30/2002	C1	1	07

Find OK Cancel

Choices in list: 1  
Record: 1/1 <OSC> <DBG>

**Figure 21** - WIC Categories/Priorities - Caseload Restriction Pop-Up

#### Fields

**Find** - The user can begin the restriction list by entering a date in this field in mm/dd/yyyy format. A % sign after the field signifies anything can follow after the date. This field is optional.

**Start Date** - This field is the earliest date that this category/priority restriction is effective. This field is display only.

**End Date** - This field is the latest date that this category/priority restriction is effective. This field is display only.

**Category** - The Window will present a Category description for which the record applies. This field is display only.

**Priority** - The Window will present priority descriptions for which the record applies. This field is display only.

#### Push Button(s)

**Find** - When pressed, the system does a find within existing restrictions based on the value entered in the find field.

**OK** - Populate the start date, end date, category and priority fields with the values from the highlighted line in the pop up box.

**Cancel** - Exit from pop up without setting restrictions.

#### Calculations:

**Cert Count** - Sum of unique participant ID's that have been certified.

**Background Processes:**

There will be a report generated during the EOD process notifying the state that a restriction has been put in place by a local agency.

## Financial Management

[CO 32]

**Section 3 - 2.2.6** : CSF Categories/Priorities

**Priority:** Required

**Window:** CSF Categories/Priorities

**Report:** No

**FSRD Reference:** FM 2.1.4, FM 2.1.9, FM 2.1.14, FM 2.1.16, FM 2.1.17, FM 2.1.18

**Narrative:**

*The priorities served functionality is a caseload management tool that is used to perform impact analysis and apply restrictions to caseload on a global basis. The Arizona WIC System provides the capability of analyzing the effect of setting “freezes” by priority or category. Freezes are defined as caseload management decisions which limit the certification of enrollees generally due to a lack of available food grant monies. The transfer system functionality allows users to gather redemption and participation information on categories and/or priorities of unduplicated participants. The analysis can be of a reiterative nature and repeated as many times as the user wishes. This information can then be applied against a copy of the current year’s estimated caseload using the same spreadsheet function described earlier. Once the analysis is complete, the user can invoke the freeze from the same window that the original redemption analysis was done from. This affects the certification process in that when a freeze is in effect and the participant being certified falls into the freeze criteria, a pop-up window will be displayed on the certification window and in the client health history window. Please see the certification section for more details.*

*Once the “copied” spreadsheet has been revised to reflect the freeze, the estimated participation and revised food package information needs to be manually applied to the real spreadsheet.*

*Local agencies will be able to use the analysis function and they will also be able to initiate a freeze.*

*Note: The screens in this section do not depict Arizona CSF Program in the title bar. The programming effort to accomplish this for the functional document was excessive. All CSF screens will show Arizona CSF Program in the title bar once the programming effort begins.*

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Sort Criteria (Major to Minor):**

*F\_BUDGET.MON (ASC)*

*F\_FINANCIAL\_FACTOR.FFY (ASC)*

### Section 3 - 2.2.7 CSF Categories/Priorities

## Screen Not Available. Functionality Deferred.

**Figure 22** - CSF Categories/Priorities

#### Fields

##### Evaluation Period

**Fiscal Year** - Identifies the year applicable to the record. This field is mandatory.

**Start Date** - This field defaults to the current month of the Federal Fiscal year, but can be overridden by the user. This field is mandatory.

**End Date** - This field defaults to the month that marks the end of the Federal Fiscal year, but can be overridden by the user. This field is mandatory.

**Local Agency** - LOV of local agencies to restrict selection to that local agency only. The agencies are populated through the organizational unit in the Operations Management module. This field is mandatory.

**Category** - LOV of Categories to restrict selection to that category. These categories are populated in the categories base table in the Certification and Enrollment module. This field is mandatory.

**Priority** - LOV of priority codes to restrict selection to that priority code. The priority codes are defined in a base table in the Certification and Enrollment module. This field is mandatory.

##### CSFP Effect of Potential Freeze

**From** - Original Start Date of the evaluation period selected by the user. This field is display only.

**Thru** - Original End Date of the evaluation period selected by the user. This field is display only.

**Year** - Calendar year for the fiscal year of the selected period. This field is display only.

**Month** - Calendar month for the fiscal year of the selected period. This field is display only.

**W&C Due for Certifictn** - Number of women and children certifications in wait list status for criteria selected. This field is display only.

**Elderly Due for Certifictn** - Number of elderly certifications in wait list status for criteria selected. This field is display only.

**W&C Terms** - Number of women and children certifications that will terminate within the selected period of time. This field is display only.

**Elderly Terms** - Number of elderly certifications that will terminate within the selected period of time. This field is display only.

**W&C Agg Cert Count** - Number of women and children certifications with an end date that comes due within the selected period of time that are in the selected category and priority. This field is display only.

**Elderly Agg Cert Count** - Number of elderly certifications with an end date that comes due within the selected period of time that are in the selected category and priority. This field is display only.

#### Push Button(s)

**Select Restriction** - By clicking this button a window is presented to permit the user to choose from existing restrictions.



***Waitlist Management*** - *By clicking this button a window is presented to permit the user to view wait list management criteria.*

**Section 3 - 2.2.8** CSF Categories/Priorities-Wait List Management Pop up**Screen Not Available. Functionality Deferred.****Figure 23** CSF Categories/Priorities-Wait List Management Pop up*Fields*

**Maximum Days Active on List** - The maximum number of days that a client will remain active on the wait list before an automatic change of status to inactive. This field is mandatory on the static factors screen and is display only for this pop up.

**Minimum Contacts to exclude** - The minimum number of contact attempts that must be made to notify a participant on the wait list that an opportunity exists to provide service. This field is mandatory on the static factors screen and is display only for this pop up.

**Days Allowed for response** - The number of days that a participant has to respond to a contact attempt to notify that an opportunity to provide service is available. This field is mandatory on the static factors screen and is display only for this pop up.

*Push Button(s)*

**OK** - Clicking this button closes the Wait List Management Criteria Window.

**Section 3 - 2.2.9** Categories/Priorities-CSF Select Restriction**Screen Not Available. Functionality Deferred.****Figure 24** Categories/Priorities-CSF Select Restriction*Fields*

**Find** - The user can begin the restriction list by entering a date in this field in mm/dd/yyyy format. A % sign after the field signifies anything can follow after the date. This field is optional.

**Start Date** - This field is the earliest date that this category/priority restriction is effective. This field is display only.

**End Date** - This field is the latest date that this category/priority restriction is effective. This field is display only.

**Category** - The Window will present a Category description for which the record applies. This field is display only.

**Priority** - The Window will present priority descriptions for which the record applies. This field is display only.

*Push Button(s)*

**Find** - When pressed, the system does a find within existing restrictions based on the value entered in the find field.

**OK** - Populate the start date, end date, category and priority fields with the values from the highlighted line in the pop up box.

**Cancel** - Exit from pop up without setting restrictions.

**Calculations:** None

**Background Processes:** None

**[End CO 32]**

## Financial Management

### Section 3 - 2.3 : Wait List Information

**Priority:** Required

**Window:** WIC Wait List Information, *[CO 33] CSF Wait List Information [End CO 33]*

**Report:** No

**FSRD Reference:** FM 3-2.1.7.4 and 3-2.1.8.2, 2.1.18, 2.1.19

**Narrative:**

The Wait List Window functionality is presented to facilitate caseload management at the Local Agency level. When a Local Agency reaches a caseload allocation level they may wish to certify participants and place them on a Wait List. Placing a participant on the list is a potential outcome for a certification event. This Window interface provides the ability to document results of, and attempts to, contact a participant when an opportunity to serve them arises.

The capability to determine the number of times they need to be contacted while they are on the wait list and the number of days that the participants have to respond once they have been contacted will be maintained as system parameters by the State and passed to the local agencies via the end of day process.

The State will develop policies to determine how to reallocate caseload to appropriate local agencies. Once a local agency reaches its caseload assignment, it cannot be forced to serve above that assignment (without contracts being renegotiated). The local agency will have the option to serve above the assignment. If this occurs, the state will be notified that they exceeded their caseload assignment.

*[CO 33]*

***CSFP Caseload***

*Arizona receives administrative grant money to serve women, children and the elderly under the CSF program. Participants are not eligible to receive both WIC and CSFP; this wait list is only active when WIC has exceeded its maximum participation level. Women and children are served before the elderly from the wait list for CSFP. The local agencies would need a flag to indicate the participants on the CSFP wait list that are eligible for WIC. A letter would be generated at the discretion of the local agency to inform the participant when a slot opens in the WIC system. [End CO 33]*

**Sort Criteria (Major to Minor):**

C\_PRIORITY.ID (ASC)

F\_WAIT\_LIST.DATE\_ON\_LIST (ASC)

C\_CLIENT.ID (ASC)

**Data Current As Of:** Run Time**Frequency:** On Demand**Role(s):** Financial Management

### Section 3 - 2.3.1 : WIC Wait List Information-screen 1

**Figure 25** - WIC Wait List Information-screen 1

#### Fields

##### Criteria

**Local Agency** - A drop-down list of local agencies as defined in the agencies base table in the Operations Management module. The user selects one to restrict selection of the wait list to the agency chosen. This field is optional.

**Clinic** - A drop-down list of clinics. The clinics are populated through the organizational unit in the Operations Management module. The user selects one to restrict selection of the wait list to the clinic chosen. This field is optional.

##### Results

**Part. ID** - The participant identification number for which the record applies. Display only.

**Priority** - The priority for the participant. This field will serve as the primary sorting mechanism to establish priority to people on the wait list. Display only.

**Date On Wait List** - The date the participant was wait listed. This field will serve as the secondary sorting mechanism to establish priority for the people on the wait list. Display only.

**Date Medical Date Taken** - The date on which the medical data was taken. Display only.

**Date Income Documented** - The date on which the income data was taken. Display only.

#### Radio Button(s)

**Active** - This button, when clicked, indicates that participants listed are active members on the Wait List and as such are entitled to consideration for program services when they become available. Only active members will be retrieved for display.

**Inactive** - This button, when clicked, indicates that participants listed are inactive members on the Wait List and may not be entitled to program services when they become available. Only inactive members will be retrieved for display.

**All** - This button, when clicked, indicates that participants listed are both active and inactive members on the Wait List.

*Check Box*

**Active Flag** - The user checks this box if the wait listed participant is to be considered active.

*Push Button*

**Contact Info** - Brings up the contact info pop up which lists the contact attempts made including contact date, contact method, participant response and comment.

**Section 3 - 2.3.2 : WIC Wait List Information-screen 2**

Arizona WIC Program - [Wait List Information]

File Edit Item Record Query Window Help

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATI

Clinic:

Active Inactive All

Results

Active Flag	Part. ID	Last Name	First Name
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	
<input type="checkbox"/>		Contact Info	

Press this button to display the Contact Info. window.

Record: 1/1 <OSC> <DBG>

**Figure 26 - WIC Wait List Information - screen 2***Fields*

**Last Name** - The last name for the participant. Display only.

**First Name** - The first name for the participant for which the record applies. Display only.



### Section 3 - 2.3.3 : WIC Wait List Information-screen 3

**Criteria**

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATI

Clinic:

☐ Active ☐ Inactive ☒ All

**Results**

Active Flag	Part. ID	MI	MI	Phone Number	Category	Comment
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.
<input type="checkbox"/>						Contact Info.

Press this button to display the Contact Info. window.

Record: 1/1 <OSC> <DBG>

**Figure 27** - WIC Wait List Information - screen 3

#### Fields

**MI(1)** - The first middle initial for this participant. Display only.

**MI(2)** - The second middle initial for this participant. Display only.

**Phone Number** - Primary phone number for this participant. Display only.

**Category** - The category for the participant for which the record applies. Display only.

**Comment** - User entered comments for this record. This field is optional.

### Section 3 - 2.3.4 : WIC Wait List Information- Contact Info Pop up

Arizona WIC Program - [Wait List Information]

File Edit Item Record Query Window Help

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**Criteria**

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATI

Clinic:

**Results**

Active Flag	Part. ID	Contact Date	Contact Method	Client Response
<input type="checkbox"/>		12/11/2001		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Comment:

OK

Enter the Date the Wait List Contact was made.

Record: 1/1 <OSC> <DBG>

**Figure 28** - WIC Wait List Information - Contact Info Pop-Up

#### Fields

**Contact Date** - The date the participant was last contacted or an attempt was made to contact. This field is mandatory.

**Contact Method** - The user selects the method that was used for the last contact or an attempt to contact. This field is mandatory. The contact methods are defined in the System Administration module.

**Participant Response** - The response or result of the contact attempt identified by this record. This field is mandatory. The responses are defined in the maintain wait list responses base table in Financial Management.

**Comment** - User entered comments for this record. This field is optional.

#### Push Button(s)

**OK** - Closes the Contact Info. Window and returns the user to the Wait List Information Window.

**Calculations:** None

**Background Processes:** When a participant becomes categorically ineligible they will be changed from active to inactive. When a slot opens for a potential participant, if they cannot be contacted after a number of times as defined in the static factors table, they will be changed from active to inactive. Participants will also be changed from active to inactive when they have been on the wait list more days than specified as the maximum number of days on the wait list in the

static factors table. Participants on the wait list are sorted first by priority and secondly by the date they were placed on the wait list.

If someone is manually switched from active to inactive on the wait list due to a negative response from the client (they no longer want services) the cert record status is changed from wait listed to terminated and the wait list record and cert record are archived and deleted after three years.

Inactive records that became inactive due to the maximum number of days elapsed are archived and removed from the wait list table two years after they become inactive.

[CO 33]

Section 3 - 2.3.5 : CSF Wait List Information, Screen 1

## Screen Not Available. Functionality Deferred.

Figure 29 - CSF Wait List Information, Screen 1

### Fields

#### Criteria

**Local Agency** - A drop-down list of local agencies. The agencies are populated through the organizational unit in the Operations Management module. The user selects one to restrict selection of the wait list to the agency chosen. This field is optional.

**Clinic** - A drop-down list of clinics. The clinics are populated through the organizational unit in the Operations Management module. The user selects one to restrict selection of the wait list to the clinic chosen. This field is optional.

#### Results

**Part. ID** - The CSFP participant identification number for which the record applies. Display only.

**Contact Info** - Brings up the contact info pop up which lists the contact attempts made including contact date, contact method, participant response and comment.

**Priority** - The priority for the participant. This field will serve as the primary sorting mechanism to establish priority to people on the wait list. Display only.

**Date On Wait List** - The date the participant was wait listed. This field will serve as the secondary sorting mechanism to establish priority to people on the wait list. Display only.

**Date Income Documented** - The date on which the income data was taken. Display only.

**Last Name** - The last name for the participant. Display only.

#### Radio Button(s)

**Active** - This button, when clicked, indicates that participants listed are active members on the Wait List and as such are entitled to consideration for program services when they become available. Only active members will be retrieved for display.

**Inactive** - This button, when clicked, indicates that participants listed are inactive members on the Wait List and may not be entitled to program services when they become available. Only inactive members will be retrieved for display.

**All** - This button, when clicked, indicates that participants listed are both active and inactive members on the Wait List.

#### Check Box

**Active Flag** - The user checks this box if the wait listed participant is to be considered active.

#### Push Button

**Contact Info** - Brings up the contact info pop up which lists the contact attempts made including contact date, contact method, participant response and comment.

**Section 3 - 2.3.6** : CSF Wait List Information, Screen 2

## **Screen Not Available. Functionality Deferred.**

**Figure 30** - CSF Wait List Information, Screen 2

*Fields*

**First Name** - The first name for the participant for which the record applies. Display only.

**MI1** - The first middle initial for this participant. Display only.

**MI2** - The second middle initial for this participant. Display only.

**Phone Number**- Primary phone number for this participant. Display only.

**Section 3 - 2.3.7** : CSF Wait List Information, Screen 3

## **Screen Not Available. Functionality Deferred.**

**Figure 31** - CSF Wait List Information, Screen 3

### *Fields*

**Category** - *The category for the participant for which the record applies. Display only.*

**Comment** - *User entered comments for this record. This field is optional.*

**Section 3 - 2.3.8 : CSF Wait List Information, Contact Info Pop up****Screen Not Available. Functionality Deferred.****Figure 32** - CSF Wait List Information, Contact Info Pop up*Fields*

**Contact Date** - The date the participant was last contacted or an attempt was made to contact. This field is mandatory.

**Contact Method** - The user selects the method that was used for the last contact or an attempt to contact. This field is mandatory. The contact method is maintained in System Administration.

**Participant Response** - The response or result of the contact attempt identified by this record. This field is mandatory. The responses are defined in the maintain wait list responses base table in Financial Management.

**Comment** - User entered comments for this record. This field is optional.

*Push Button(s)*

**OK** - Closes the Contact Info. Window and returns the user to the Wait List Information Window.

*Calculations: None*

**Background Processes:** When a participant becomes categorically ineligible they will be changed from active to inactive. When a slot opens for a potential participant, if they cannot be contacted after a number of times as defined in the static factors table, they will be changed from active to inactive. The wait list is sorted by priority and then by the date added to the wait list.

Participants will also be changed from active to inactive when they have been on the wait list more days than specified as the maximum number of days active on the wait list in the static factors table. Participants on the wait list are sorted first by priority and secondly by the date they were placed on the wait list.

If someone is manually switched from active to inactive on the wait list due to a negative response from the client (they no longer want services) the cert record status is changed from wait listed to terminated and the wait list record and cert record are archived and deleted after three years.

Inactive records that became inactive due to the maximum number of days elapsed are archived and removed from the wait list table two years after they become inactive.

**[End CO 33]**

## **Financial Management**

**Section 3 - 3** : Cash Flow

**Section 3 - 3.1** : Cash Flow Current

**Priority:** Required

**Window:** Cash Flow, Budget, Monthly Category Budget

**Report:** No

**FSRD Reference:** FM 2.1.11, FM 3.1, FM 4.2.1, FM 4.2.2, FM 4.2.3, FM 4.2.8, FPR 4.1

**Narrative:**

The Cash Flow window is a major component for Arizona WIC Financial Management. There are three major elements of functionality that are presented/accessed through one user interface:

1. Cash Flow analysis in spread sheet format
2. Management of Budget information
3. Management of Monthly Category information

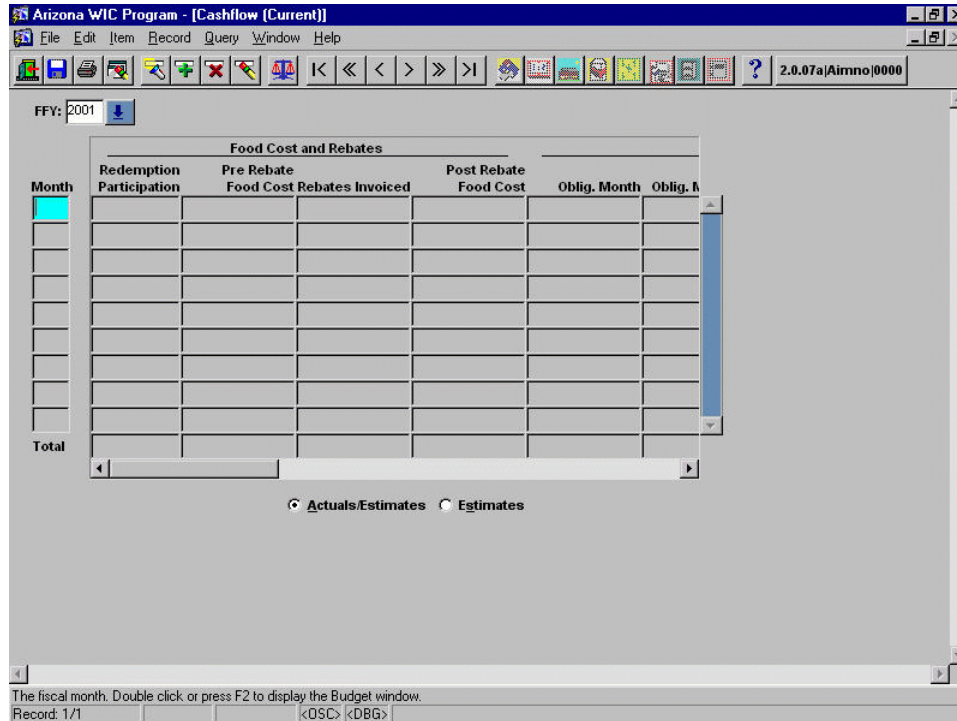
**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



**Section 3 - 3.1.1 : Cashflow (current)-screen 1**



**Figure 33 - Cashflow (Current) - screen 1**

## Fields

**FFY** - The Federal Fiscal Year uniquely identifies the year and record. This field is mandatory and populated in the create year process.

**Month** - The Month associated with the Federal Fiscal Year for which the record is applicable. This field is mandatory and populated in the create year process. By double clicking on this field the budget window will pop up.

### *Food Cost and Rebates*

**Redemption Participation** - The Redemption Participation element identifies the projected participation / caseload that the spreadsheet calculations are based on. This field is display only.

**Pre Rebate Food Cost** - This is the total Pre Rebate Food Package Cost based on the average cost per Participant. The default value is calculated by the create year process (at the time of creation) from the most recent available closed out (actual) food instrument redemption values. Subsequent to creation this field can be changed by the user. This field is display only when manage by category is 'YES' and optional when manage by category is 'NO'. Whether a budget is managed by category or not is defined in the annual factors screen.

**Rebates Invoiced** - This dollar amount is what appears on the invoice sent from WIC to the manufacturer. This field is display only.

**Post Rebate Food Cost** - The Post Rebate Food Package Cost displays the average cost to the WIC Program considering the financial advantage derived from Rebates. This field is display only.

### *Food Cost Analysis*

**Oblig. Month** - Food Fund Costs from food instruments that become obligations and were redeemed in this federal fund month. This field is display only.

**Section 3 - 3.1.2 : Cashflow (current)-screen 2**

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

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FFY: 2001

**Food Cost Analysis**

Month	Oblig. Month + 1	Oblig. Month + 2	Total for Fiscal Month	Agg. Amt.	Oblig. Month	Oblig. Month
<b>Total</b>						

☒ Actuals/Estimates ☐ Estimates

Record: 1/1

**Figure 34 - Cashflow (Current) - screen 2**

## Fields

### *Food Cost Analysis*

**Oblig. Month + 1** - Food Fund Costs from food instruments that are redeemed one month after they became obligations. This field is display only.

**Oblig. Month + 2** - Food Fund Costs from food instruments that are redeemed two months or more after they became obligations. This field is display only.

**Total for Fiscal Month** - (Food Costs in Oblig Month) + (Food Cost in Oblig Month +1) + (Food Cost in Oblig Month + 2). This field is display only.

**Agg. Amt.** - Sum of total food costs for fiscal month for the Federal Fiscal year. This field is display only.

### Rebate Recovery Analysis

**Oblig. Month** - Rebate income from food instruments that became obligations in the associated fund month. This field is display only.

**Section 3 - 3.1.3 : Cashflow (current)-screen 3**

[illegible]

**Figure 35 - Cashflow (current)-screen 3**

## Fields

### Rebate Recovery Analysis

**Oblig. Month + 1** - Rebate income from food instruments redeemed one month after they became obligations. This field is display only.

**Oblig. Month + 2** - Rebate income from food instruments redeemed two or more months after they became obligations. This field is display only.

**Total for Fiscal Month** - (Rebate Recovery in Obligation Month) + (Rebate Recovery in Obligation Month + 1) + (Rebate Recovery in Obligation Month + 2). This field is display only.

**Agg. Amt.** - Sum of rebate income from all food instruments that were redeemed up to and including the associated fund month. This field is display only.

## Summary Analysis

**Net Food Cost** - Total food cost - total rebate recovery. This field is calculated.

### Section 3 - 3.1.4 : Cashflow (current)-screen 4

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

FFY: 2001

Month	Amount for month	Agg. Amt.	Net Food Cost	Agg. Net Food Cost	Net Cash Balance	Net Fund Balance
Total						

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Budget window.  
Record: 1/1 <ESC> <DBG>

**Figure 36** - Cashflow (current) - screen 4

#### Fields

##### Summary Analysis

**Agg. Net Food Cost** - Cumulative total net food cost. This field is calculated.

**Net Cash Balance** - Letter of Credit Authorization, (Actual Funds) - (Obligations & Expenditures) + (Rebates received). This field is calculated.

**Net Fund Balance** - (WIC Funds) - (Obligations and Expenditures) + (Rebate Benefit). This field is calculated.

#### Radio Button(s)

**Actuals/Estimates** - The user can view Estimates only or Actuals for the months where they exist and estimates for all others. If no Actuals exist, the same information will be displayed for both Estimates and Actuals.

**Estimates** - The user can view Estimates only.

### Section 3 - 3.1.5 : Cashflow (current)-Budget pop up 1

The screenshot shows a software window titled "Arizona WIC Program - [Cashflow (Current)]". It contains a "Budget" dialog box with a table for monthly budgeting. The table has columns: "Month", "Closed Out Flag", "Est. Issue", "Est. Typical Redemption Factor", "Actual Redemption Factor", and "Est. Redemption". The rows are for months OCT, NOV, DEC, and several empty rows. The "Closed Out Flag" column has a dropdown menu with "NO" selected. Below the table, there are buttons for "FFY: 2002", "Recalc. Infl. Factor", and "OK". At the bottom of the dialog, there are radio buttons for "Actuals/Estimates" (selected) and "Estimates".

**Figure 37** - Cashflow (current) - Budget pop-up 1

#### Fields

**Month** - Budget month. If the fiscal year is defined as being budgeted by category, if the user double clicks on this field the monthly category budget window will pop up.

**Closed Out Flag** - Yes or No, indicates whether this budget month is closed out. The definition of closed out is when all obligations from that budget month have been either redeemed or voided. This field is mandatory.

#### Participation

**Est. Issue** - The estimated issuance participation for the month. This field can be user entered or calculated by multiplying the estimated typical redemption factor by the estimated redemption participation. This field is display only when manage by category is 'yes' and optional when manage by category is 'no'.

**Est. Typical Redemption Factor** - This element is estimated by the user and represents a probability that a food instrument will actually be redeemed. This field is display only when manage by category is 'yes' and optional when manage by category is 'no'.

**Actual Redemption Factor** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period and represents a probability that a food instrument will actually be redeemed. It is determined by dividing Food Instruments Redeemed by Food Instruments Provided to participants for the period of interest. This field is calculated.

**Est. Redemption** - The estimated issue multiplied by the estimated typical redemption factor. This field is optional.



### Section 3 - 3.1.6 : Cashflow (current)-Budget pop up 2

Month	Actual Redemption		Est.		Actual		Est.		Actual		Es	
OCT												
NOV												
DEC		\$0.00		.00000								\$0.0
Total/Avg.	0	\$0.00	\$0.00	0	0	0	0	0	0	\$0.0		

FFY: 2002      Recalc. Infl. Factor      OK

☒ Actuals/Estimates    ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.  
Record: 3/3      <OSC> <DBG>

**Figure 38** - Cashflow (current) - Budget pop-up 2

#### Fields

##### Participation

**Actual Redemption** - Actual redemption is actual issuance multiplied by the actual redemption factor. This field is display only.

##### Pre Rebate Fpkg Cost

**Est.** - This is an average Pre Rebate Food Package Cost Per Participant. This data element is estimated by the user. This field is display only when manage by category is 'yes' and optional when manage by category is 'no'.

**Actual** - This is an average Pre Rebate Food Package Cost Per Participant. The default value is calculated by the create year process (at the time of creation) from the most recent available closed out (actual) food instrument data. This field is display only.

##### Monthly Fpkg Inflation Factor

**Est.** - This is a decimal factor that is food package inflation factor estimated by the user. This field is display only and will be recalculated if the estimated pre-rebate food package cost is changed.

**Actual** - This is a decimal factor that is calculated from the most recent closed out (actual) food instrument data for a twelve month period used to calculate the actually experienced food package inflation factor. This field is display only.

**FFY** - Display of the Federal Fiscal year for the record displayed.

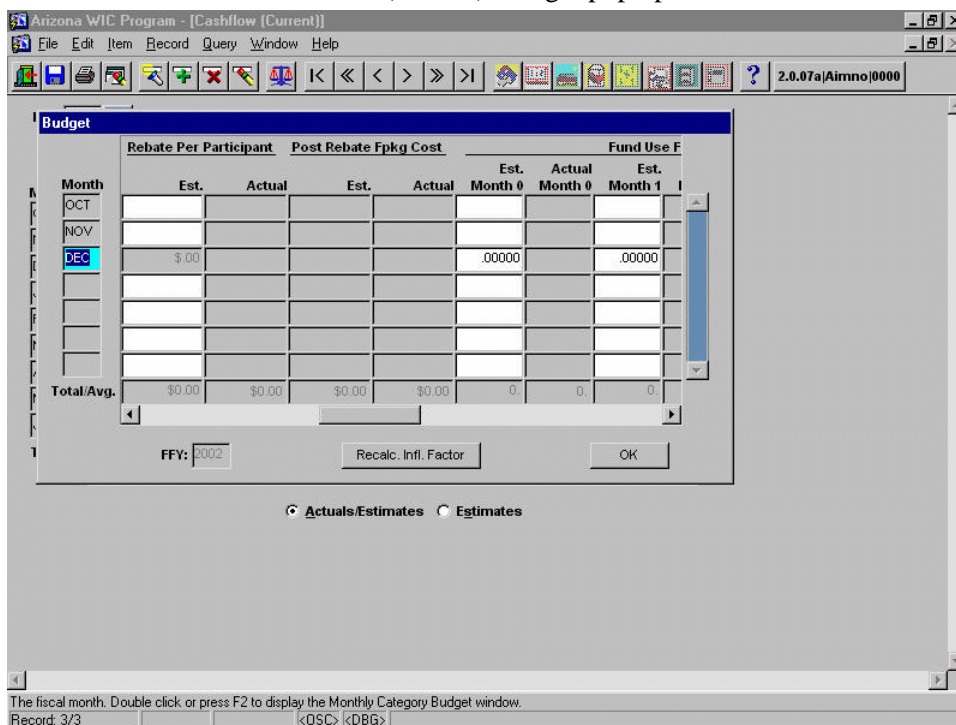
#### Push Button(s)

**Recalc Infl. Factor** - Recalculates the Inflation Factor.

**OK** - Clicking this button exits the user from this window and saves the information entered.



### Section 3 - 3.1.7 : Cashflow (current)-Budget pop up 3



Month	Rebate Per Participant		Post Rebate Fpkg Cost		Fund Use F	
	Est.	Actual	Est.	Actual	Est.	Actual
OCT						
NOV						
DEC	\$0.00				.00000	.00000
Total/Avg.	\$0.00	\$0.00	\$0.00	\$0.00	0.	0.

FFY: 2002 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.  
Record: 3/3 <OSC> <DBG>

**Figure 39** - Cashflow (current) - Budget pop-up 3

#### Fields

##### *Rebate per Participant*

**Est.** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period. This basically is determined by dividing the rebates billed during this period by the number of participants responsible for the money generated from food instruments they used. Subsequent to creation this field can be changed by the user. This field is optional.

**Actual** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period. This basically is determined by dividing the rebates billed during this period by the number of participants responsible for the money generated from food instruments they used. This field is display only.

##### *Post Rebate Fpkg Cost*

**Est.** - The Post Rebate Food Package Cost displays the total post rebate food cost, based on the average cost per participant to the WIC Program considering the financial advantage derived from Rebates. This field is calculated based on estimated dollar amounts. This field is display only.

**Actual** - The Post Rebate Food Package Cost displays the total post rebate food cost, based on the average cost per participant to the WIC Program considering the financial advantage derived from Rebates. This field is calculated based on actual dollar amounts. This field is display only. Fund Use Factors discussed on next page.

##### *Fund Use Factor*

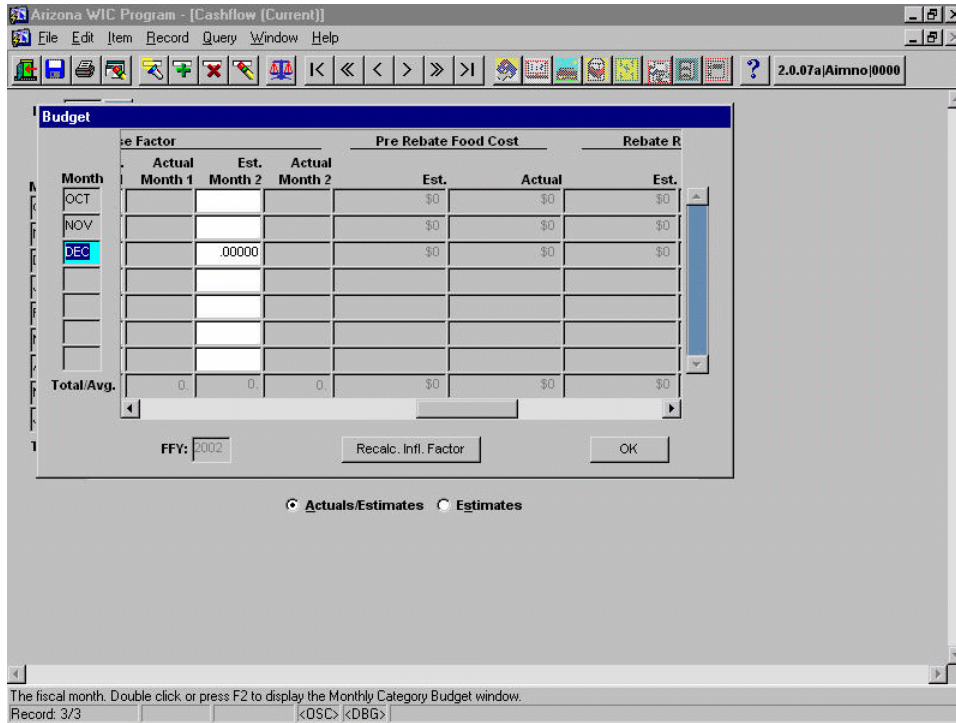
**Est. Month 0** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the same month that it became an obligation. The default value for these elements is

determined from the most recent closed out (actual) food instrument data for a three month period. Subsequent to creation the estimated field can be changed by the user. The estimated value is optional.

**Actual Month 0** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the same month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. The actual value is calculated and is display only.

**Est. Month 1** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the first month following the month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. Subsequent to creation the estimated field can be changed by the user. The estimated value is optional.

### Section 3 - 3.1.8 : Cashflow (current)-Budget pop up 4



Month	Actual Factor		Pre Rebate Food Cost		Rebate R	
	Actual Month 1	Est. Month 2	Actual Month 2	Est.	Actual	Est.
OCT				\$0	\$0	\$0
NOV				\$0	\$0	\$0
DEC		.00000		\$0	\$0	\$0
Total/Avg.	0	0	0	\$0	\$0	\$0

FFY: 2002    Recalc. Infl. Factor    OK

☒ Actuals/Estimates    ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.  
Record: 3/3    <OSC> <DBG>

**Figure 40** - Cashflow (current) - Budget Pop-Up 4

#### Fields

##### Fund Use Factor

**Actual Month 1** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the first month following the month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. The actual value is calculated and is display only.

**Est. Month 2** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the second month following the month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. Subsequent to creation the estimated field can be changed by the user. The estimated value is optional.

**Actual Month 2** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the second month following the month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. The actual value is calculated and is display only.

##### Pre Rebate Food Cost

**Est.** - This is an average pre-rebate food package cost for which the default value is determined (at the time of creation) from the most recent available closed out (actual) food instrument data on a per category basis. This field is calculated by the system based on estimated values entered by the user and is display only. If there are no estimated values the system will use actual values in the calculations.

**Actual** - This is an average pre-rebate food package cost for which the default value is determined (at the time of creation) from the most recent available closed out (actual) food instrument data on a per category basis. This field is calculated by the system and is display only.

*Rebate Recovery*

**Est.** - Amount expected based on estimated rebate per participant times estimated issuance. This field is calculated by the system. If there are no estimated values the system will use actual values in the calculations. This field is display only.

### Section 3 - 3.1.9 : Cashflow (current)-Budget pop up 5

Month	Actual	Est.	Actual	Comment
OCT	\$0	\$0	\$0	
NOV	\$0	\$0	\$0	
DEC	\$0	\$0	\$0	
Total/Avg.	\$0	\$0	\$0	

FFY: 2002 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.  
Record: 3/3 <OSC> <DBG>

**Figure 41** - Cashflow (current) - Budget Pop-Up 5

#### Fields

##### *Rebate Recovery*

**Actual** - Actual amount of rebates received. This field is calculated by the system and is display only.

##### *Post-Rebate Food Cost*

**Est.** - The Post Rebate Food Package Cost displays the total post rebate food cost based on the average cost per participant to the WIC Program considering the financial advantage derived from Rebates. This field is calculated by the system using the entered estimated figures and is display only. If there are no estimated figures, the system will use actual figures.

### Section 3 - 3.1.10 : Cashflow (current)-Budget pop up 6

Month	Actual	Comment
OCT	\$0	
NOV	\$0	
DEC	\$0	
Total/Avg.	\$0	

FFY: 2002    Recalc. Infl. Factor    OK

☒ Actuals/Estimates    ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.  
Record: 3/3    <OSC> <DBG>

**Figure 42** - Cashflow (current) - Budget Pop-Up 6

#### Fields

##### *Post-Rebate Food*

**Actual** - The Post Rebate Food Package Cost displays the total post rebate food cost based on the average cost per participant to the WIC Program considering the financial advantage derived from Rebates. This field is calculated by the system and is display only.

**Comment** - User-entered remarks and notes. This field is optional.

#### *Push Button(s)*

**Recalc. Infl. Factor** - Recalculates the estimated food package inflation factor based on the prior month's figures.

**OK** - Clicking this button exits the user from this window and saves the information entered.

### Section 3 - 3.1.11 : Cashflow (current)-Monthly Category Budget pop up 1

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

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Budget

Monthly Category Budget

Participation

Category	Est. Issue	Total Issue Factor	Est. Typical Redemption Factor	Actual Redemption Factor	Est. Redemption

Total Issuance: 0 FFY: 2001 Month: OCT Recalc. Issue Factor OK

Recalc. Est. Factor OK

☒ Actuals/Estimates ☐ Estimates

Enter the assigned estimated issued participation.  
Record: 1/1 <OSC> <DBG>

**Figure 43** - Cashflow (current)-Monthly Category Budget pop up 1

#### Fields

**Category** - Code from the category base table populated in Certification and Enrollment. Display only.

**Total Issuance** - Issuance for all categories. Display only.

**FFY** - Federal Fiscal year for the record displayed. Display only.

**Month** - Budget month for the record displayed. Display only.

#### Participation

**Est. Issue** - The estimated issuance participation for the month. This field is optional.

**Total Issue Factor** - Estimated categorical issuance divided by the total monthly issuance. Display only.

**Est. Typical Redemption Factor** - This element is defined by the user and represents a probability that a food instrument will actually be redeemed. This field is optional.

**Actual Redemption Factor** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period and represents a probability that a food instrument will actually be redeemed. It is determined by dividing Food Instruments Redeemed by Food Instruments Provided to participants for the period of interest. Subsequent to creation this field can be changed by the user. This field is calculated by the system.

**Est. Redemption** - The estimated issue multiplied by the estimated typical redemption factor. This field is optional.



### Section 3 - 3.1.12 : Cashflow (current)-Monthly Category Budget pop up 2

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Budget**

**Monthly Category Budget**

Category	Pre Rebate Fpkg Cost		Rebate Per Participant		Comment
	Actual Redemption	Est.	Actual	Est.	

Total Issuance: 0 FFY: 2001 Month: OCT Recalc. Issue Factor OK

FFY: 2001 Recalc. Issue Factor OK

☒ Actuals/Estimates ☐ Estimates

Enter the assigned estimated issued participation.

Record: 1/1 <OSC> <DBG>

**Figure 44** - Cashflow (current)-Monthly Category Budget pop up 2

#### Fields

**Actual Redemption** - The actual issue multiplied by the actual typical redemption factor. Display only.

#### *Pre Rebate Fpkg Cost*

**Est.** - This is an average Pre Rebate Food Package Cost Per Participant. This data element is estimated by the user. This field is optional.

**Actual** - This is an average Pre Rebate Food Package Cost Per Participant. The default value is calculated by the create year process (at the time of creation) from the most recent available closed out (actual) food instrument data. Subsequent to creation this field can be changed by the user. This field is display only.

#### *Rebate Per Participant*

**Est.** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period. This basically is determined by dividing the rebates received/billed during this period by the number of participants responsible for the money generated from food instruments they used. Subsequent to creation this field can be changed by the user. The estimated value is optional.

**Actual** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period. This basically is determined by dividing the rebates received/billed during this period by the number of participants responsible for the money generated from food instruments they used. Display only.

**Comment** - User-entered remarks and notes. This field is optional.



*Push Button(s)*

**Recalc. Issue Factor** - Recalculates the Issuance Factor (Estimated Issuance/Total Issuance).

**OK** - Clicking this button exits the user from this window and saves the information entered.

**Calculations:**

**Food Fund Use Year to Date** - SUM(Food Fund Use)

**Balance Pre-Rebate** - (WIC Funds) - (Obligations and Expenditures)

**Rebate Net Balance** - (WIC Funds) - (Obligations and Expenditures) + (Rebate Benefit)

**Rebates Year to Date** - SUM(Rebate Income)

**Conversion Allowance** - ((Number of participants) \* (AGP Administrative Grant per Person)) / (Number of Participants over Federal Participation Level)

**Year To Date Balance** - (Year to Date Balance for WIC Funds) - (Obligations and Expenses) + (Rebate Benefits Aggregated)

**Background Processes**

The System will automatically calculate the percentage of the budget spent month-to-date, once the total monthly food expenditures have been reported. The total year-to-date food expenditures and the percentage of the year-to-date food expenditures are also calculated once the monthly food expenditures are available. Participation in the WIC Program is tracked and reported automatically by the system by calculating the total food instruments issued and not voided each month. The average food package costs are system generated by dividing the total food expenditures by the total participation to date. Food package costs are also tracked and displayed by month of issuance over a three month period. Totals for the USDA grant allocation and estimated total rebate recovery are recorded in tables.

The Cash Flow spread sheet presents a record set that matches the specified Federal Fiscal year. The year and month remain stationary and all other attributes associated with the year can be scrolled. The calculations for predicting Cash Flow consumption are based on financial factors that influence the outcome for the calculations.

The cash flow analysis predicts the draw down of food grant funds based upon the following factors:

Caseload

Rebates

Conversion Rates

Threshold Participation

Average Food Package Costs

Carry Forward Amounts

Food Expenditures

Back Spend Amounts

At the beginning of the fiscal year the values on the cash flow analysis will be estimates. As actual numbers become available, they will replace the estimated values in the analysis and the remaining months in the fiscal year will be recalculated to reflect changes in cash position. Also

assisting in the monitoring of food grants will be the FNS-498 Monthly Financial Management Report which will also be produced by the system.

The system will calculate the monthly estimated conversion dollar amount by multiplying participants served above the projected participation level by the established dollar rate. All of those calculations will be done with the cash flow analysis functionality using values entered by the WIC financial community. At the beginning of a Federal Fiscal year, users will be asked to enter several financial factors including the entry of estimated caseload levels. Based upon these estimated caseloads, the system will recalculate cash flow. If any of these estimated caseloads are over or under the conversion threshold participation level, the calculation of the estimated conversion food to administrative funds will take place. The total year-to-date conversion funds will be a net amount.

The staff can enter food and rebate estimates for future months to assist in developing budget projections. However, once the actual data is available, this information will automatically update and override any monthly estimates.

In order to utilize this model, several steps must be followed:

Capture static and annual financial factors.

Determine all sources of food grant money and when those dollars will become available to the program. This can include reallocations if they are made available.

Estimate issuance participation for each month during the fiscal year for each category (this is a reiterative process which occurs until the user is satisfied with the analysis).

Arizona WIC will base caseload assignment on issuance rather than redemption. Issuance caseload will be determined by category by month. A redemption rate factor will be applied to each category to reduce estimated issue to redemption caseload. Redemption caseload will then be utilized in the spreadsheet function as it is now. The WIC system calculates the maximum number of issued participants by the State agency on a monthly basis. In that calculation, the Total Available Funds amount is equal to the Federal food grant plus any State food grant remaining for the current Federal Fiscal year, plus the portion of any expected State food grant for the next State fiscal year that applies to the months in the current Federal Fiscal year. The starting food package cost for each category is input. This food package cost is updated by the inflation factor. The inflated food package cost is then reduced by the redemption factor. This adjusted food package value is multiplied by the issuance participation of the category being calculated. After calculating each category/month cost, an aggregate value for the fiscal month is calculated. This process is repeated for each month in the fiscal year and the resulting values are then summarized for the year.

Rebate dollars must be added to the available funds as part of the development of estimated issuance participation. Rebate dollars are based upon participation and a financial factor which estimates the amount of rebate money per participant per month. This estimated rebate goes back into the pool of available food funds which must be consumed by the estimated caseload.

Redemption of food instruments that have been issued is not 100%, the Annual Food Package Estimate needs to be adjusted by a factor that accounts for the current food instrument redemption rate, in order to fully utilize program funds. The adjusted amount becomes the Annual State Caseload for the fiscal year. Since one food package is issued to a participant per month, the Annual State Caseload must be divided by 12 to determine the number of participants who can be served by the State each month. State agencies may wish to further adjust the caseload numbers for each individual month to account for current participation levels and targeted growth rates over the coming fiscal year. The system will then store the Monthly State Caseload for each category for each month in the Federal Fiscal year.

## Financial Management

### **Section 3 - 3.2 : Cash Flow Compared**

**Priority:** Required

**Window:** Cash Flow Compared

**Report:** No

**FSRD Reference:** FM 3.1

**Narrative:**

The Cash Flow Compared window is a major component for Arizona WIC Financial Management. The only difference between Cashflow compared and Cashflow current is that Cashflow compared shows two fiscal years side by side for comparison purposes. All the fields and functionality are discussed in the Cashflow current section.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 3.2.1 : Cashflow Compared, Screen 1

Arizona WIC Program - [Cashflow (Compared)]

File Edit Item Record Query Window Help

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**Cashflow**

FFY: 2002 Actuals/Est. Est.

Month	Food Cost and Rebates		
	Redemption Participation	Pre Rebate Food Cost	Rebates Invoiced
OCT	0	\$0	\$0
NOV	0	\$0	\$0
DEC	0	\$0	\$0
JAN	0	\$0	\$0
FEB	0	\$0	\$0
MAR	0	\$0	\$0
APR	0	\$0	\$0
MAY	0	\$0	\$0
JUN	0	\$0	\$0
<b>Total</b>	0	\$0	\$0

**Cashflow Compared**

FFY: 2001 Actuals/Est. Est.

Month	Food Cost and Rebates		
	Redemption Participation	Pre Rebate Food Cost	Rebates Invoiced
<b>Total</b>			

The Federal Fiscal Year. Record: 1/1 <OSC> <DBG>

**Figure 45** - Cashflow Compared, Screen 1

#### Fields

**FFY** - The Federal Fiscal Year uniquely identifies the year and record. This field is mandatory and populated in the create year process.

**Month** - The Month associated with the Federal Fiscal Year for which the record is applicable. This field is mandatory and populated in the create year process. By double clicking on this field the budget window will pop up.

#### Food Costs and Rebates

**Redemption Participation** - The Redemption Participation element identifies the projected participation/caseload that the spreadsheet calculations are based on. This field is display only.

**Pre Rebate Food Cost** - This is the total Pre Rebate Food Package Cost based on the average cost per Participant. The default value is calculated by the create year process (at the time of creation) from the most recent available closed out (actual) food instrument data. Subsequent to creation this field can be changed by the user. This field is display only when manage by category is 'YES' and optional when manage by category is 'NO'.

**Rebates Invoiced** - This dollar amount is what appears on the invoice sent from WIC to the manufacturer. This field is display only.

**Section 3 - 3.2.2 : Cashflow Compared, Screen 2**

**Arizona WIC Program - [Cashflow] [Compared]**

File Edit Item Record Query Window Help

FFY: 2002 ☒ Actuals/Est. ☐ Est.

Month	Post Rebate Food Cost	Oblig. Month	Oblig. Month + 1
OCT	\$0	\$0	\$0
NOV	\$0	\$0	\$0
DEC	\$0	\$0	\$0
JAN	\$0	\$0	\$0
FEB	\$0	\$0	\$0
MAR	\$0	\$0	\$0
APR	\$0	\$0	\$0
MAY	\$0	\$0	\$0
JUN	\$0	\$0	\$0
Total	\$0	\$0	\$0

The Federal Fiscal Year.  
Record: 1/1

<[ ]> <OSC> <DBG>

**Figure 46 - Cashflow Compared, Screen 2**

## Fields

### *Food Costs and Rebates*

**Post Rebate Food Cost** - This is the total Post Rebate Food PackageCost based on the average cost per Participant. The default value is calculated by the create year process (at the time of creation) from the most recent available closed out (actual) food instrument data. Subsequent to creation this field can be changed by the user. This field is display only when manage by category is 'YES' and optional when manage by category is 'NO'.

### *Food Cost Analysis*

**Oblig. Month** - Food Fund Costs from food instruments that became obligations and were redeemed in this federal fund month. This field is display only.

**Oblig. Month + 1** - Food Fund Costs from food instruments that are redeemed one month after they became obligations. This field is display only.

### Section 3 - 3.2.3 : Cashflow Compared, Screen 3

Arizona WIC Program - [Cashflow (Compared)]

File Edit Item Record Query Window Help

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**Cashflow**

FFY: 2002 Actuals/Est. Est.

**Food Cost Analysis**

Month	Oblig. Month + 2	Total for Fiscal Month	Agg. Amt.
OCT	\$0	\$0	\$0
NOV	\$0	\$0	\$0
DEC	\$0	\$0	\$0
JAN	\$0	\$0	\$0
FEB	\$0	\$0	\$0
MAR	\$0	\$0	\$0
APR	\$0	\$0	\$0
MAY	\$0	\$0	\$0
JUN	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0

**Cashflow Compared**

FFY: 2001 Actuals/Est. Est.

**Food Cost Analysis**

Month	Oblig. Month + 2	Total for Fiscal Month	Agg. Amt.
<b>Total</b>			

The Federal Fiscal Year.

Record: 1/1

<OSC> <DBG>

**Figure 47** - Cashflow Compared, Screen 3

#### Fields

##### Food Cost Analysis

**Oblig. Month + 2** - Food Fund Costs from food instruments that are redeemed two months or more after they became obligations. This field is display only.

**Total for Fiscal Month** - (Food Costs in Oblig Month) + (Food Cost in Oblig Month +1) + (Food Cost in Oblig Month + 2). This field is display only.

**Agg. Amt.** - Accumulative total of total food costs for fiscal month for the Federal Fiscal year. This field is display only.

**Section 3 - 3.2.4 : Cashflow Compared, Screen 4**

[illegible]

**Figure 48 - Cashflow Compared, Screen 4**

## Fields

### Rebate Recovery Analysis

**Oblig. Month** - Rebate income from food instruments that became obligations in the associated fund month. This field is display only.

**Oblig. Month + 1** - Rebate income from food instruments redeemed one month after they became obligations. This field is display only.



### Section 3 - 3.2.5 : Cashflow Compared, Screen 5

The screenshot shows the 'Arizona WIC Program - [Cashflow (Compared)]' application. It features two main data tables side-by-side. The left table, titled 'Cashflow', is for FFY: 2002. The right table, titled 'Cashflow Compared', is for FFY: 2001. Both tables are under the 'Rebate Recovery Analysis' section. Each table has four columns: 'Month', 'Oblig. Month + 2', 'Total for Fiscal Month', and 'Agg. An'. The data rows range from OCT to JUN, with a 'Total' row at the bottom. In the 'Total' row, all values are \$0. The application interface includes a menu bar (File, Edit, Item, Record, Query, Window, Help), a toolbar with various icons, and a status bar at the bottom showing 'The Federal Fiscal Year.' and 'Record: 1/1'.

**Figure 49-** Cashflow Compared, Screen 5

#### Fields

##### *Rebate Recovery Analysis*

**Oblig. Month + 2** - Rebate income from food instruments redeemed two or more months after they became obligations. This field is display only.

**Total for Fiscal Month** - (Rebate Recovery in Obligation Month) + (Rebate Recovery in Obligation Month + 1) + (Rebate Recovery in Obligation Month + 2). This field is display only.



### Section 3 - 3.2.6 : Cashflow Compared, Screen 6

Arizona WIC Program - [Cashflow Compared]

File Edit Item Record Query Window Help

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**Cashflow**

FFY: 2002 ☒ Actuals/Est. ☐ Est.

Month	Total for Month	Agg. Amt.	Net Food Cost	Summ. Agg. Food C.
OCT	\$0	\$0	\$0	
NOV	\$0	\$0	\$0	
DEC	\$0	\$0	\$0	
JAN	\$0	\$0	\$0	
FEB	\$0	\$0	\$0	
MAR	\$0	\$0	\$0	
APR	\$0	\$0	\$0	
MAY	\$0	\$0	\$0	
JUN	\$0	\$0	\$0	
Total	\$0	\$0	\$0	

**Cashflow Compared**

FFY: 2001 ☒ Actuals/Est. ☐ Est.

Month	Total for Month	Agg. Amt.	Net Food Cost	Summ. Agg. Food C.
Total				

The Federal Fiscal Year.  
Record: 1/1 <OSC> <DBG>

**Figure 50** - Cashflow Compared, Screen 6

#### Fields

##### Rebate Recovery Analysis

**Agg. Amt.** - Sum of rebate income from all food instruments that were redeemed up to and including the associated fund month. This field is display only.

##### Summary Analysis

**Net Food Cost** - Total food cost - total rebate recovery. This field is calculated and is display only.

### Section 3 - 3.2.7 : Cashflow Compared, Screen 7

Arizona WIC Program - [Cashflow (Compared)]

File Edit Item Record Query Window Help

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**Cashflow**

Est.

Summary Analysis			
Net Food Cost	Agg. Net Food Cost	Net Cash Balance	Net Bal
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	
\$0	\$0	\$25	

**Cashflow Compared**

Summary Analysis			
Net Food Cost	Agg. Net Food Cost	Net Cash Balance	Net Bal

The Federal Fiscal Year.

Record: 1/1

<OSC> <DBG>

**Figure 51** - Cashflow Compared, Screen 7

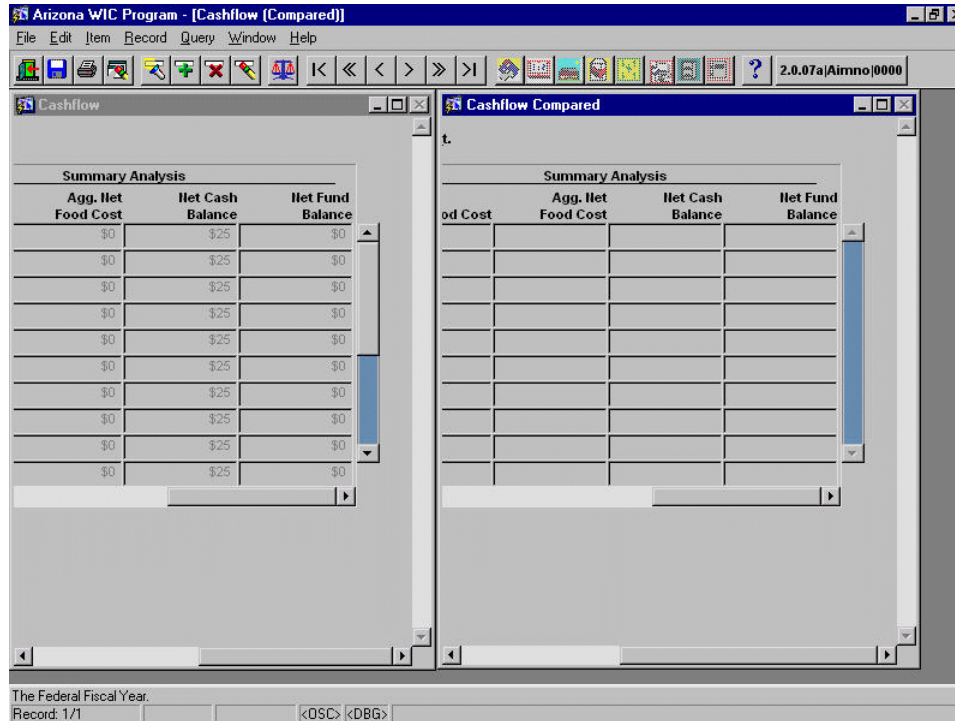
#### Fields

##### Summary Analysis

**Agg. Net Food Cost** - Cumulative total net food cost. This field is calculated and is display only.

**Net Cash Balance** - Letter of Credit Authorization, (Actual Funds) - (Obligations & Expenditures) + (Rebates received). This field is calculated and is display only.

### Section 3 - 3.2.8 : Cashflow Compared, Screen 8



**Figure 52** - Cashflow Compared, Screen 8

#### *Fields*

#### *Summary Analysis*

**Net Fund Balance** - (WIC Funds) - (Obligations and Expenditures) + (Rebate Benefit). This field is calculated and is display only.

#### **Calculations:**

**Food Fund Use Year to Date** - SUM(Food Fund Use)

**Balance Pre-Rebate** - (WIC Funds) - (Obligations and Expenditures)

**Rebate Net Balance** - (WIC Funds) - (Obligations and Expenditures) + (Rebate Benefit)

**Rebates Year to Date** - SUM(Rebate Income)

**Conversion Allowance** - ((Number of participants) \* (AGP Administrative Grant per Person)) / (Number of Participants over Federal Participation Level)

**Year To Date Balance** - (Year to Date Balance for WIC Funds) - (Obligations and Expenses) + (Rebate Benefits Aggregated)

## Financial Management

### **Section 3 - 3.3 : Establish Financial Factors**

**Priority:** Required

**Window:** Annual Factors, Static Factors

**Report:** No

**FSRD Reference:** FM 2.1.2, FPR 1.5, FPR 1.6, FPR 1.7, FIP10.1, FIP10.4

**Narrative:**

The Financial Factors Window presents a user interface to input or modify financial factors that influence either calculation of the estimated elements in the Cashflow spreadtable or other processes that serve financial management objectives. There are two Windows presented in this area:

- \* Annual Factors (which itself is split into two component Windows)
- \* Static Factors

The Annual Factors window presents an interface for factors that define or are specific to a Federal Fiscal year. The data is presented in a format of one record per Federal Fiscal year.

When the Static Factors button is pushed the Static Factors Window will be displayed. This Window presents an interface for factors that are static by nature and are relevant for more than one fiscal year.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Sort Criteria (Major to Minor):**

F\_BUDGET.MON (ASC)

F\_FINANCIAL\_FACTOR.FFY (ASC)

### Section 3 - 3.3.1 : Annual Factors-screen 1

FFY	Start Date	End Date	Closed Out Flag	Manage by Cat.	Act. Obligation Adjust. Method	Calc. Defaults	Last Default Calc. Date
2002	10/01/2001	09/30/2002	NO	YES	DO NOT USE	Calc. Defaults	Update
2001	10/01/2000	09/30/2001	NO	YES	FI TYPE LEVEL	Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update
						Calc. Defaults	Update

Enter the Federal Fiscal Year for the annual factor. Double click or press F2 to display the Annual Category Factors window.  
Record: 1/2    <OSC> <DBG>

**Figure 53** - Annual Factors - screen 1

This Window presents an interface for multiple factors that are associated with a specific Federal Fiscal year. The data is presented in the format of one record per Federal Fiscal year.

#### Fields

**FFY** - Federal Fiscal Year - Uniquely identifies this year and record. Double clicking on this field will bring you to the Annual Category Factors Screen. This field is mandatory.

**Start Date** - The date that marks the beginning for these financial factors. This field is Display only.

**End Date** - The date that marks the end for these financial factors. This field is Display only.

**Closed Out Flag** - The user can choose yes or no from a drop down list. Yes indicates that the Federal Fiscal year has been closed out. This field is mandatory.

**Manage by Cat.** - The user can choose yes or no from a drop down list. Yes indicates that budgeting will be done by categories of participants, for example Breastfeeding women, infants, postpartum women. This allows for more granular control over the budget. This field is mandatory.

**Act. Obligation Adjust. Method** - A strategy of looking at cost based on what we actually paid versus what we said we were going to pay. The three choices in the drop down list are: Typical Rate, FI Type, and Do Not Use. Do Not Use - Obligations are not adjusted. Everything in the obligation table is added up for obligation amounts. Typical Rate - The probability of redemptions based on history without regard to priority or category is applied to all obligations. For example, historically, 98% of checks are redeemed. 98% would be the typical rate and would be applied to all obligations. This percentage rate can be adjusted by the user or can be default calculated by the system. FI Type - the most granular method for calculating probability of redemption. Weighting is applied based on the prior three months of actual redemptions by

category. EOD processing logs the pure obligations as well as the adjusted obligations. The percentage applied to each category can vary and cannot be changed by the user. This field is mandatory.

**Last Default Calc. Date** - Date last time default values were calculated. This field is display only.

*Push Button (s)*

**Calc. Defaults** - Pushing this button updates the calculated value of fields that have default values in current and future months that have a null value. The calculate defaults button uses a database package to calculate values for:

- food package inflation factor
- starting food package cost
- redemption participation
- starting rebate per participant
- starting redemption factor
- starting participation
- food instrument month 0 factor
- food instrument month + 1 factor
- food instrument month + 2 factor



### Section 3 - 3.3.2 : Annual Factors-screen 2

FFY	Update Budget	Clear Budget	Issue Participation	Typical Redemption Factor	Redemption Participation	Starting Food Package Cost
2002	Update Budget	Clear Budget				
2001	Update Budget	Clear Budget	124495	.95	118270	\$51.00
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				
	Update Budget	Clear Budget				

Enter the Federal Fiscal Year for the annual factor. Double click or press F2 to display the Annual Category Factors window.

Record: 1/2    <OSC> <DBG>

**Figure 54** - Annual Factors - screen 2

#### Fields

**Issue Participation** - Monthly issuance participants for the fiscal year. This field is optional.

**Typical Redemption Factor** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period and represents a probability that a food instrument will be redeemed. It is determined by dividing the number of Food Instruments Redeemed by the number of Food Instruments Provided to participants for a redemption period. Subsequent to creation this field can be changed by the user. This field is optional.

**Redemption Participation** - The number of participants who redeem food instruments on a monthly basis for a fiscal year. This field is optional.

**Starting Food Package Cost** - This is an average pre-rebate food package cost per participant for which the default value is determined (at the time of creation) from the most recent available closed out (actual) food instrument data on a per category basis. This field is optional.

#### Push Button(s)

**Update Budget** - Pushing this button updates the calculated value of fields in current and future months that have a null value.

**Clear Budget** - Pushing this button sets estimated current and future months to null so you can update the budget.

### Section 3 - 3.3.3 : Annual Factors-screen 3

FFY	Annual Fpkg Inflation Factor	Food Fund Use Month 0	Food Fund Use Month 1	Food Fund Use Month 2	Rebate Per Participant	Rebate Offset	USDA Monthly Participation
2002	1.	.5	.3	.2		1	123000
2001	.0025	.8	.15	.05	\$16.00	1	123000

Figure 55 - Annual Factors - screen 3

#### Fields

**Annual Fpkg Inflation Factor** - This is a decimal factor that is calculated from the most recent closed out (actual) food instrument data for a twelve month period used to calculate the actually experienced food package inflation factor. Subsequent to creation this field can be changed by the user. This field is optional. This field is calculated by (current month cost - previous month cost) / current month cost. The current month cost is calculated by dividing the total food cost by the total number of participants.

**Food Fund Use Month 0** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the same month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. Subsequent to creation this field can be changed by the user. This field is optional.

**Food Fund Use Month 1** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the first month following the month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. Subsequent to creation this field can be changed by the user. This field is optional.

**Food Fund Use Month 2** - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the second month following the month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three month period. Subsequent to creation this field can be changed by the user. This field is optional.



**Rebate per Participant** - At creation a calculated amount is determined from the most recent closed out (actual) FI data for a three month period. This is determined by dividing the rebates billed during this period by the total number of participants. Subsequent to creation this field can be changed by the user. This field is optional.

**Rebate Offset** - Represents the number of months it takes for a manufacturer to pay their rebate invoice. Must equal one or two. This field is mandatory.

**USDA Monthly Participation** - The USDA defined threshold for monthly participation that must be exceeded before the conversion rate can be applied. This field is mandatory.

### Section 3 - 3.3.4 : Annual Factors-screen 4

FFY	Conversion Rate	Max % F. Grant Carry Forward	Max % S. Grant Carry Forward	LOC Number	Comment
2002	\$22.46	1	.01	99-99-9999	
2001	\$12.46	0	.01	99-99-9999	

Enter the Federal Fiscal Year for the annual factor. Double click or press F2 to display the Annual Category Factors window.  
Record: 1/2      <OSC> <DBG>

**Figure 56** - Annual Factors - screen 4

#### Fields

**Conversion Rate** - Dollar amount that is authorized to be converted from Food Funds to Administrative Funds on a per participant basis when the conversion threshold is reached. Conversion of funds is optional and applies only to the participants over the USDA threshold. This field is mandatory.

**Max % F. Grant Carry Forward** - Identifies a maximum decimal factor (percent) of the total Federal funding provided that can be carried forward into a subsequent Federal Fiscal Year. This field is mandatory.

**Max % S. Grant Carry Forward** - Identifies a maximum decimal factor (percent) of the total State funding provided that can be carried forward into a subsequent Federal Fiscal Year. This field is optional.

**LOC Number** - Letter of Credit number. This field is mandatory.

**Comment** - User-entered remarks and notes. This field is optional.

### Section 3 - 3.3.5 : Annual Factors, Annual Category Factors Screen 1 of 2

Arizona WIC Program - [Annual Factors]

File Edit Item Record Query Window Help

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Annual Category Factors

Category	Issue Participation	Total Issue Factor	Typical Redemption Factor	Redemption Participation	Food Package Cost
C1					
C2					
C3					
C4					
C5					

Total Issuance: 0 FFY: 2002 Recalc. Issue Factor OK

Enter the monthly Issuance Participation for the category.  
Record: 1/17 <BSC> <DBG>

**Figure 57** - Annual Factors, Annual Category Factors Screen 1 of 2

#### Fields

**Category** - This field displays the categories as they are defined in the category base table in certification and enrollment. This field is display only.

**Issue Participation** - Monthly issuance participants for the category. This field can be user entered or calculated from Typical Redemption Factor and Redemption Participation. This field is optional.

**Total Issue Factor** - This is the factor of the total issuance for the category. This field is display only.

**Typical Redemption Factor** - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three month period and represents a probability that a food instrument will actually be redeemed. It is determined by dividing the number of Food Instruments Redeemed by the number of Food Instruments Provided to participants for the period of interest. Subsequent to creation this field can be changed by the user. This field is optional.

**Redemption Participation** - The number of participants who redeem food instruments on a monthly basis for a fiscal year. This field is optional.

**Food Package Cost** - The food package cost per participant for the category. This field is optional.

### Section 3 - 3.3.6 : Annual Factors, Annual Category Factors Screen 2 of 2

Arizona WIC Program - [Annual Factors]

File Edit Item Record Query Window Help

2.0.07a/Aimno/0000

Closed Manage Act. Obligation Last Default

FFY

2002

2001

Category	Food Package Cost	Rebate per Participant	Comment
C1			
C2			
C3			
C4			
C5			

Total Issuance: 0 FFY: 2002 Recalc. Issue Factor OK

Enter the monthly Issuance Participation for the category.  
Record: 1/17 <OSC> <DBG>

**Figure 58** - Annual Factors, Annual Category Factors Screen 2 of 2

#### Fields

**Rebate Per Participant** - When the category factors are created, a calculated amount is determined from the most recent closed out (actual) FI data for a three month period. This is determined by dividing the rebates billed during this period by the total number of participants during this period. Subsequent to creation this field can be changed by the user. This field is optional.

**Comment** - User entered remarks and notes. This field is optional.

**Total Issuance** - The total issuance for all categories. This field is display only.

**FFY** - The Federal Fiscal year for which information is displayed. This field is display only.

#### Push Button(s)

**Recalc. Issue Factor** - Recalculates the issue factors for a category.

**OK** - Returns the user to the annual factors window.

#### Calculations:

**Issue Participation** - Count(Number Participants within a category that have been issued a food instrument).

**Redemption Participation** - Issue Participation multiplied by Typical Redemption Factor.

**Rebate per Participant** - The rebates billed during this period divided by the total number of participants during this period.

**Background Processes:** None

### Section 3 - 3.3.7 : Static Factors-screen 1

Arizona WIC Program - [Static Factors]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**General**

State ID Number: 0491701

State Description: ARIZONA

Accounting Basis: ACCRUAL

Password Expiration Period: 120

MS Word Document Directory: C:\ARIZONA\DEV\WORD

Comment:

**Rebate**

Invoice Delinquent After (days): 30

Enable Divisibility Reporting?: ☐

Next Page

Enter the WIC-provided state identification number.

Record: 1/1 <OSC> <DBG>

**Figure 59** - Static Factors - screen 1

#### Fields

**State ID Number** - The FNS assigned State Identification Number. This field is mandatory.

**State Description** - The name of the state; this name is what will appear on reports throughout the system. This field is mandatory.

**Accounting Basis** - Cash or Accrual, defines the GAAP followed. This field is mandatory.

**Password Expiration Period** - Number of days a password is valid. This field is mandatory.

**MS Word Document Directory** - The path to the directory for documents that print in Certification and Vendor. This field is mandatory.

**Comment** - User-entered remarks and notes. This field is optional.

**Invoice Delinquent After (days)** - The time period in days a rebate invoice can be paid before it is considered delinquent. This field is mandatory.

**Enable Divisibility Reporting?** - Yes or no, if yes divisibility will be active for rebate reporting. If the price paid does not divide by the number of items on a food instrument, it is considered questionable and will be include on divisibility reports. This field is mandatory.

#### Push Button(s)

**Next Page** - Pushing this button will bring the user to the second screen in the static factors window.

### Section 3 - 3.3.8 : Static Factors-screen 2

Food Instrument Criteria	
Spend Period:	30
Stale Date Period:	67
Revalid Stale Perd:	65
Max FI Amount - Std:	\$200.00
Pick Up Flag:	No
Custom Flag:	No
Small Clinic FI's:	4000
Medium Clinic FI's:	12000
Large Clinic FI's:	24000
Repl % Toner:	80
Coupons per Book	10
Redemption Period:	60
Maximum # of Instruments:	9
Max FI Amount - Excptn:	\$200.00
Target Percentage:	97
Tolrnce in FI # printing:	10.00
Enrollment Price Index %:	130
Replenish %/Paper Box:	50
# FI's/Paper Box:	6000
# FI's/Toner Cartrdg:	8000
Flag FI %:	110

Previous Page   Next Page

Enter the number of days within which a participant has to spend the FI from the first date to use.  
Record: 1/1   <OSC> <DBG>

**Figure 60** - Static Factors - screen 2

#### Fields

**Spend Period** - The number of days that a Food Instrument can be used by a participant to purchase products from a WIC vendor. This field will be used in the determination of the End Date printed on the Food Instrument. This field is mandatory

**Redemption Period** - This is the number of days permissible from the date of obligation to redeem a Food Instrument. After this window of opportunity passes the system will take automatic action to Void any unredeemed Food Instruments. This field is mandatory.

**Stale Date Period** - The number of days a Food Instrument can be used for any purpose, after this date the FI becomes void and is de-obligated. This field is mandatory.

**Max # of Instruments** - This is the maximum number of food instruments that will be issued each month. This field is mandatory.

**Revalid Stale Perd** - The number of days a Food Instrument can be used for any purpose, after this date the FI becomes void and is de-obligated. This date is used in place of the stale date period for revalidated FI's. This field is mandatory.

**Max FI Amt. - Excptn.** - This is the maximum amount for which a Food Instrument will be honored. This permits the cashing of Food Instruments considered exceptional by nature such as Formula Food Instruments that can typically cost more than the normally prescribed standard maximum. This field is mandatory.

**Max FI Amt. - Std.** - This is the normal maximum amount for which a Food Instrument will be honored. This field is mandatory.

**Target Percentage** - The goal percentage of the WIC Food Grant to be used each month. This field is mandatory.

**Pick Up Flag** - Allows the state to reduce food quantities for participants who pick up food prescriptions after the first date to use. This field is mandatory.

**Tolrnce in FI # Prntng** - Intended to indicate or track difference between paper on hand and serial numbers produced. This field is mandatory.

**Custom Flag**- Allows the state to enforce whether or not package tailoring will be allowed. This field is mandatory.

**Enrollment Price Index %** - The maximum percentage allowed for a vendor to be over the average vendor food prices and still be enrolled in the WIC program.

**Small Clinic FI's** - Minimum number of FI serial numbers assigned to small local agencies for printing of Food Instruments. This field is mandatory. This field is mandatory.

**Replenish %/ Paper Box** - After what percentage of FI's should paper be reordered. This field is mandatory.

**Med Clinic FI's** - Minimum number of FI serial numbers assigned to medium sized local agencies for printing of Food Instruments.

**# FI's/Paper Box** - How many FI's AZ should be able to print from one box of paper. This field is mandatory.

**Large Clinic FI's** - Minimum number of FI serial numbers assigned to large local agencies for printing of Food Instruments. This field is mandatory.

**# FI's/Toner Cartrdg** - How many FI's AZ should be able to print from one toner cartridge. This field is mandatory.

**Repl %/ Toner** - After what percentage of FI's should the toner cartridge be replaced. This field is mandatory.

**Coupons per Book** – The number of coupons that are in each Farmer's Market coupon book. This field is mandatory.

**Flag FI %** - This figure sets the threshold for flagging vendors who exceed this percentage of the norm in redemption amounts for FI's.

#### *Push Button(s)*

**Previous Page** - Pushing this button will bring the user to the first screen in the static factors window.

**Next Page** - Pushing this button will bring the user to the next screen in the static factors window.



### Section 3 - 3.3.9 : Static Factors-screen 3

**Figure 61** - Static Factors - screen 3

#### *Fields*

##### *Wait List Criteria*

**Wait List Period** - The maximum number of days that a client will remain active on the wait list before an automatic change of status to inactive. This field is mandatory.

**Wait List Contacts** - The minimum number of contact attempts that must be made to notify a participant on the wait list that an opportunity exists to provide service before the participant can be changed from active to inactive. This field is mandatory.

**Wait List Response** - The number of days that a participant has to respond to a contact attempt by WIC to notify a participant that an opportunity to provide service is available before the participant response is considered negative. If the number of contact attempts is less than the wait list contacts number the person remains active on the wait list. This field is mandatory.

##### *Income Criteria*

**Maximum Income Qualification Records** - Number of members in a family that the additional amount per month per family member is applied. This field is mandatory.

#### *Push Button(s)*

**Previous Page** - Pushing this button will bring the user to the second screen in the static factors window.

**Calculations:** None

**Background Processes:** None



## Financial Management

**Section 3 - 3.4 :** Establish Federal WIC Funds

**Priority:** Required

**Window:** Federal WIC Funds

**Report:** No

**FSRD Reference:** FM 2.1.3

**Narrative:**

This window captures federal food grant information, which is used to distribute food to WIC participants, and is utilized in administrative funds. The system allows the state to record grant information by its month of issuance, and its amount.

**Sort Criteria (Major to Minor):** F\_WIC\_FUND.FFY\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 3.4.1 Federal WIC Funds-screen 1

FFY	Month	Cash/Fund Flag	Fund Adjustment Reason	Amount
2002	Oct	CASH	WIC/MC CASH TRANSFER	\$25.00

**Figure 62** - WIC Funds - screen 1

#### Fields

##### Fiscal Year

**Fiscal Year** - The Federal Fiscal Year uniquely identifies the year and record and is used by the system to retrieve values to populate the WIC Funds fields. This LOV is populated when the annual factors are created for a fiscal year. This field is mandatory.

##### WIC Funds

**FFY** - The Federal Fiscal Year uniquely identifies the year and record. This field is display only.

**FFY Month** - The Month of the food fund adjustment. This field is mandatory.

**Cash/Fund Flag** - Indicates whether the adjustment is to WIC funds or Cash. This field is mandatory.

**Fund Adjustment Reason** - Reason for adjustment. This field is mandatory.

**Amount** - The amount of the adjustment. This field is mandatory.

### Section 3 - 3.4.2 Federal WIC Funds-screen 2

Arizona WIC Program - [WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Fiscal Year**

Fiscal Year : 2002

**WIC Funds**

FFY	Month	Cash/Fund Flag	Fund Source	Fund Use	Spreadtable
2002	Oct	CASH	FEDERAL GRANT	FOOD COST	INCLUDE

☐ Authorizing Document
 ☒ WIC Funds

Select the Fiscal Month from the list of values.

Record: 1/1 List of Values: <OSC> <DBG>

**Figure 63** - WIC Funds - screen 2

#### Fields

**Fund Source** - Source of funding, generally Federal grants and/or State grants. This field is display only.

**Fund Use** - What expense the funds will be allocated against, typically food costs or administrative costs. This field is display only.

**Spreadtable?** - Indicates whether to include amount in calculating the Cashflow spread sheet. This field is display only.

## Section 3 - 3.4.3 Federal WIC Funds-screen 3

[illegible]

**Figure 64 - WIC Funds - screen 3**

## Fields

**Other Year?** - Indicates whether the money from this fund impacts another Federal Fiscal year. This field is display only.

**Authorizing Document** - ID number of the actual letter of credit from the Federal government that is entered in the authorizing document window. This field is optional.

**Document Description** - Identifies or describes the document referenced in the authorizing document field. This field is display only.

### Section 3 - 3.4.4 Federal WIC Funds-screen 4

Arizona WIC Program - [WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

Fiscal Year: 2002

WIC Funds

FFY	Month	Cash/Fund Flag	Document Type	Rebate Mfr. ID	Rebate Manufacturers Name
2002	Oct	CASH			

☐ Authorizing Document
 ☒ WIC Funds

Select the Fiscal Month from the list of values.

Record: 1/1 List of Values: <OSC> <DBG>

**Figure 65** - WIC Funds - screen 4

#### Fields

**Document Type** - Describes the document; i.e., grant allocation document. This is display only and is created/updated through the Fund Authorization Document Types table maintenance window.

**Rebate Mfr. ID** - Identifies or describes the rebate manufacturer referenced in the authorizing document field. This field is optional.

**Rebate Manufacturers Name** - Name of the manufacturer awarded the rebate contract for the WIC program from an LOV derived from a manufacturers table populated in the rebate manufacturer contract information screen. This field is display only.

## Section 3 - 3.4.5 Federal WIC Funds-screen 5

Arizona WIC Program - [WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Fiscal Year**

Fiscal Year : 2002

**WIC Funds**

FFY	Month	Cash/Fund Flag	Year	Month	Comment
2002	OCT	CASH			

☐ Authorizing Document ☒ WIC Funds

Select the Fiscal Month from the list of values.

Record: 1/1 List of Values <OSC> <DBG>

**Figure 66 - WIC Funds - screen 5**

## Fields

**Year** - The Fiscal year of the rebate issuance. This field is optional.

**Month** - The The Fiscal month of the rebate issuance. This field is optional.

**Comment** - This field is used to enter comments or remarks. This field is Display only.

*Radio Button(s)*

**Authorizing Document** - Clicking on this check box displays the Authorized Documents pop-up window.

**WIC Funds** - Selecting this radio button will activate the WIC Funds window.

**Calculations:** None

**Background Processes:** None



## Financial Management

**Section 3 - 3.4.6** : Establish State WIC Funds

**Priority:** Required

**Window:** State WIC Funds

**Report:** No

**FSRD Reference:** FM 2.1.3

**Narrative:**

This window captures State food grant information, which is used to distribute food to WIC participants, and is utilized in administrative funds. The system allows the state to record grant information by its month of issuance, and its amount.

**Sort Criteria (Major to Minor):** F\_WIC\_FUND.FFY\_FFY\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 3.4.7 State WIC Funds-screen 1

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

Fiscal Year

Fiscal Year : 2002

State WIC Funds

SFY	Month	Cash/Fund Flag	Fund Adjustment Reason	Amount
2002	OCT	CASH		

☐ Authorizing Document
 ☒ WIC Funds

Select the Fund Adjustment Reason from the list of values.  
 Record: 1/1 List of Values: <OSC> <DBG>

**Figure 67** - State WIC Funds - Screen 1

#### Fields

##### Fiscal Year

**Fiscal Year** - The State Fiscal Year uniquely identifies the year and record and is used by the system to retrieve values to populate the WIC Funds fields.

##### State WIC Funds

**SFY** - The State Fiscal Year uniquely identifies the year and record. This field is display only.

**SFY Month** - The Month of the food fund adjustment. This field is mandatory and populated in the create year process.

**Cash/Fund Flag** - Indicates whether the adjustment is to State WIC funds or State Cash. This field is mandatory.

**Fund Adjustment Reason** - Reason for adjustment. This field is mandatory.

**Amount** - The amount of the adjustment. This field is mandatory.



### Section 3 - 3.4.8 State WIC Funds-screen 2

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

Fiscal Year

Fiscal Year : 2002

State WIC Funds

SFY	Month	Cash/Fund Flag	Fund Source	Fund Use	Spreadtable ?
2002	OCT	FUNDS			

☐ Authorizing Document
 ☒ WIC Funds

Select the Fund Adjustment Reason from the list of values.

Record: 1/1 List of Values: <OSC> <DBG>

**Figure 68** - State WIC Funds-screen 2

#### Fields

**Fund Source** - Source of funding, generally Federal grants and/or State grants. This field is display only.

**Fund Use** - What expense the funds will be allocated against, typically food costs or administrative costs. This field is display only.

**Spreadtable?** - Indicates whether to include amount in calculating the Cashflow spread sheet. This field is display only.

### Section 3 - 3.4.9 State WIC Funds-screen 3

[illegible]

**Figure 69 - State WIC Funds-screen 3**

## Fields

**Other Year?** - Indicates whether the money from this fund impacts another State fiscal year. This field is display only.

**Authorizing Document** - ID number of the actual letter of credit from the State government.  
This field is optional.

**Document Description** - Identifies or describes the document referenced in the authorizing document field. This field is display only.

*Radio Button(s)*

**Authorizing Document** - Clicking on this radio button displays the Authorized Documents pop-up window.

**WIC Funds** - Selecting this radio button will activate the WIC Funds window.

### Section 3 - 3.4.10 State WIC Funds-screen 4

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

Fiscal Year

Fiscal Year : 2002

State WIC Funds

SFY	Month	Cash/Fund Flag	Document Type	Rebate Mfr. ID	Rebate Manufacturers Name
2002	OCT	FUNDS			

☐ Authorizing Document
 ☒ WIC Funds

Select the Fund Adjustment Reason from the list of values.

Record: 1/1 List of Values: <OSC> <DBG>

**Figure 70** - State WIC Funds-screen 4

#### Fields

**Document Type** - Describes the document; i.e., grant allocation document. This field is display only.

**Rebate Mfr. ID** - Identifies or describes the rebate manufacturer referenced in the authorizing document field. The LOV is derived from a manufacturers table populated in the rebate manufacturer contract information screen. This field is optional.

**Rebate Manufacturers Name** - Name of the manufacturer awarded the rebate contract for the WIC program from a LOV derived from a manufacturers table populated in the rebate manufacturer contract information screen. This field is display only.

### Section 3 - 3.4.11 State WIC Funds-screen 5

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Fiscal Year**

Fiscal Year : 2002

**State WIC Funds**

SFY	Month	Cash/Fund Flag	Year	Month	Comment
2002	OCT	FUNDS			

☐ Authorizing Document ☒ WIC Funds

Select the Fund Adjustment Reason from the list of values.  
Record: 1/1 List of Values: <OSC> <DBG>

**Figure 71** - State WIC Funds-screen 5

#### Fields

**Year** - The Fiscal year of the rebate issuance. This field is optional.

**Month** - The Fiscal month of the rebate. This field is display only.

**Comment** - This field is used to enter comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## Financial Management

### **Section 3 - 3.5 : Fund Authorization Document**

**Priority:** Required

**Window:** Fund Authorization Document

**Report:** No

**FSRD Reference:** FM 2.1.3

**Narrative:**

The system also captures information about the authorization document, which sets as the agent whereby the state can begin issuing funds from the Federal or State grants to the state agencies. This information is necessary to determine maximum Federal or State caseload.

**Sort Criteria (Major to Minor):** F\_WIC\_FUND.SFY\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 3.5.1 Fund Authorization Docs

Arizona WIC Program - [Fund Authorizations Docs]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Authorized Documents - Original**

Fiscal Year: [dropdown] Document Type: [dropdown]

Original ID: [text] Date Received: [text] Date Released: [text]

Description: [text]

Comment: [text area]

**Authorized Documents - Revision**

Revision ID	Description	Date Received	Date Released
[text]	[text]	[text]	[text]
[text]	[text]	[text]	[text]
[text]	[text]	[text]	[text]

☒ Authorizing Document ☐ WIC Funds

Select the Federal Fiscal Year from the list of values.  
Record: 1/1 List of Values: <OSC> <DBG>

**Figure 72** - Fund Authorization Docs

#### Fields

##### *Authorized Document - Original*

**Fiscal Year** - The Federal Fiscal Year that uniquely identifies this record. This field is mandatory.

**Document Type** - List of values: The type of document used to support the changes in WIC funding is selected. This LOV is derived from the Document Type base table maintained in the financial management module. This field is mandatory.

**Original ID** - The document ID of the original authorizing document is entered in this field. This field is mandatory.

**Date Received** - This is the date that the document was received. This field is optional.

**Date Released** - The date that the associated funds are released. This field is optional.

**Description** - The description that corresponds with this document type/document ID. This field is mandatory.

**Comment** - User entered remarks. This field is optional.

##### *Authorized Document - Revision*

**Revision ID** - If the grant is revised by the Federal Government, the Feds will have a revision ID associated with the revision. This field is mandatory.

**Description** - A user entered description about the revision. This field is mandatory.

**Date Received** - This is the date that the document was received. This field is optional.

**Date Released** - The date that the associated funds are released. This field is optional.

#### *Radio Button(s)*

**Authorizing Document** - Clicking on this radio button displays the Authorized Documents pop-up window.

**WIC Funds** - Selecting this radio button will activate the WIC Funds window.



## Financial Management

### Section 3 - 4 : Manufacturers Rebates

#### Section 3 - 4.1 : Contract Details

**Priority:** Required

**Window:** Contract Details

**Report:** No

**FSRD Reference:** FM 4.1

**Narrative:**

This Window is used to relate food items to dates, and assign a value of how much the manufacturer will pay WIC for the item. This Window is also used to capture the percent of market share a manufacturer has if they are participating in a market share program. The State staff can capture data specific to each manufacturer, the effective dates of the contract, as well as contract extension dates. The System will track and display a history of contract extension dates by each contract. A unique system generated identification number will be assigned to each manufacturer.

Rebate contract terms can be defined by manufacturer capturing the specific food product, its characteristics, such as milk or soy based infant formula and by specific packaging and size. Each food item can be assigned a rebate amount and effective date for that particular rebate amount. Multiple food items can be associated with a contract and its start date and contract extension date. The table of food items used to create the products associated with a rebate contract is linked to the Food Instrument Production functional area. The System provides the ability to associate multiple manufacturers with the same food category or product.

**Sort Criteria (Major to Minor):** F\_MANUFACTURER.NAME (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 4.1.1 : Rebate Contract Details

Arizona WIC Program - [Rebate Contract Details]

File Edit Item Record Query Window Help

6.0.04|Cmacen|0000

Manufacturer:

Food Description:   Unit Size:

U.O.M.:  Container:

Product Form:  Packaged As:

Start Date:  End Date:

Rebate Per Unit:  Market Share:

Comment:

Select the Manufacturer from the list of values.

Record: 1/? <OSC> <DBG>

**Figure 73** - Rebate Contract Details

#### Fields

**Manufacturer** - Clicking on the list of values button allows the user to select a manufacturer, or it can be entered manually. The LOV is derived from a manufacturers table populated in the rebate manufacturer contract information screen. This is a mandatory field.

**Food Description** - Clicking on the list of values button allows the user to select the food item to be assigned, or it can be entered manually. This field is mandatory.

**Unit Size** - This field identifies the size of the container associated with the Food Description selection. This field is display only.

**U.O.M.** - This field identifies the unit of measure associated with the Food Description selection. This field is display only.

**Container** - This field identifies the type of the container associated with the Food Description selection. This field is display only.

**Product Form** - This field identifies the format for the product associated with the Food Description selection. This field is display only.

**Packaged As** - This field identifies how the containers associated with the Food Description selection are packaged. This field is display only.

**Start Date** - The begin date for Food Instrument issuance for which a food manufacturer has agreed to honor a rebate for this item. This field is mandatory.

**End Date** - The last date for Food Instrument issuance for which a food manufacturer has agreed to honor a rebate for this item. This field is mandatory.

**Rebate per Unit** - The amount of money that the food manufacturer has agreed to pay as a rebate, on a per container basis, for redemption of the Food Item described. This field is mandatory.

**Market Share** - The market share for this Food Item that this manufacturer has agreed to pay rebate premiums. This field will default to 100.00%. For items that are open market this field will have a value less than 100.00%. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** The start and end date of a manufacturer contract serves as the primary key on the manufacturer contract table. Each rebate contract will need to have a different start and end date combination. The start date of a new contract cannot be earlier than the end date of an existing contract. Contracts remain in effect during the period beginning with the start date and end with the end date.

## Financial Management

### Section 3 - 4.2 : Manufacturer Information

**Priority:** Required

**Window:** Manufacturer Information

**Report:** No

**FSRD Reference:** FM 9.4.7

**Narrative:**

This Window is used to capture and maintain information about a manufacturer who provide rebates on various food products. While the only participants in the rebate program at this time are infant formula manufacturers, the System does provide the ability to track rebates on other types of food products, such as juice and/or cereal. This assists the State in its efforts as future rebate cost containment measures may be implemented within the Arizona WIC program.

**Sort Criteria (Major to Minor):** F\_MANUFACTURER.NAME (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 4.2.1 : Manufacturer Information-screen 1

**Manufacturer**

Mfr. ID: 3 Mfr. Name: ROSS PRODUCTS DIVISION Short Name: ROSS Fed. ID:

Street 1: 625 CLEVELAND AVENUE

Street 2:

City: COLUMBUS

State: OH Zip: 43215

Contract Start Date: End: Comment:

Contract Extension Start: End:

**Contact**

Primary	Title	Last Name
<input checked="" type="checkbox"/>	Phone CUSTOMER SERVICES REPRESENTATIVE	CUSTOMER
<input type="checkbox"/>	Phone	
<input type="checkbox"/>	Phone	
<input type="checkbox"/>	Phone	
<input type="checkbox"/>	Phone	

**Figure 74** - Manufacturer Information-screen 1

#### Fields

##### Manufacturer

**Mfr. ID** - The user defined identification number assigned to the manufacturer. This field is three digits long. This field is mandatory.

**Mfr. Name** - To enter a new manufacturer, the user enters the manufacturer's name in this field. This field is mandatory.

**Short Name** - To enter a short name for manufacturer, the user enters the short name in this field. This field is optional and the value is used for the output file name generated in Manufacturer Rebate file.

**Fed. ID** - The nine digit federal ID number of the manufacturer. This field is optional.

**Street 1** - The street address of the manufacturer. This field is mandatory.

**Street 2** - The secondary street address of the manufacturer. This field is optional.

**City** - Clicking on the list of values button allows the user to select a city, or it can be entered manually. The cities are populated in a base table in the System Administration module. This field is mandatory.

**State** - The state of the contact is displayed here. This field is display only.

**Zip5** - Clicking on the list of values button allows the user to select a Zip Code, or it can be entered manually. The zip codes are populated in a base table in the System Administration module. This field is mandatory.

**Contract Start Date** - The date this contract starts with this manufacturer. This field is optional.

**End** - The date this contract ends with this manufacturer. This field is optional.

**Contract Extension Start** - The date this contract is extended with this manufacturer. This field is optional.

**End** - The date this contract extension ends with this manufacturer. This field is optional.

**Comment** - The user may provide any comments or remarks. This field is optional.

*Contact*

**Title** - The user selects the title of the manufacturer contact from the list of values. This field is mandatory. The manufacturer contact titles are defined in System Administration.

**Last Name** - Contact's last name. This field is mandatory.

*Push Button(s)*

**Phone** - This button allows the user to display the Phone Window.

*Check Box(s)*

**Primary** - If this box is checked it indicates that the corresponding line of information is for the primary contact for the manufacturer.

### Section 3 - 4.2.2 : Manufacturer Information-screen 2

Arizona WIC Program - [Manufacturer Information]

File Edit Item Record Query Window Help

2.0.87a/Aimno/8000

**Manufacturer**

Mfr. ID: 1 Mfr. Name: MEAD JOHNSON & COMPANY Short Name: MEAD Fed. ID:

Street 1: 2400 WEST LLOYD EXPRESSWAY

Street 2:

City: EVANSVILLE

State: Zip: 47721

Contract Start Date: End: Comment:

Contract Extension Start: End:

**Contact**

Primary	First Name	MI1	MI2
<input checked="" type="checkbox"/>	SERVICE		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Enter the Manufacturer's ID

Record: 2/7 <OSC> <DBG>

**Figure 75** - Manufacturer Information-screen 2

#### Fields

**First Name** - The user can enter the contact's First Name in this field. This field is mandatory.

**MI 1** - The contact's first Middle Initial can be entered in this field. This field is optional.

**MI 2** - The contact's second Middle Initial can be entered in this field. This field is optional.

**Section 3 - 4.2.3 : Manufacturer Information, Screen 3**

Arizona WIC Program - [Manufacturer Information]

File Edit Item Record Query Window Help

Manufacturer

Mfr. ID: 1 Mfr. Name: MEAD JOHNSON & COMPANY Short Name: MEAD Fed. ID:

Street 1: 2400 WEST LLOYD EXPRESSWAY

Street 2:

City: EVANSVILLE

State: IL Zip: 47721

Contract Start Date: End: Comment:

Contract Extension Start: End:

Contact

Primary Address1 Address2

☒ UNKNOWN

☐

☐

☐

☐

Enter the Manufacturer's ID.

Record: 2/2 <OSC> <DBG>

**Figure 76 - Manufacturer Information, Screen 3***Fields*

**Address 1** - The user must enter the Address of the manufacturer in this field. This field is mandatory.

**Address 2** - Optional field allowing for a second line in the mailing address for the manufacturer.

### Section 3 - 4.2.4 : Manufacturer Information, Screen 4

**Figure 77** - Manufacturer Information, Screen 4

#### *Fields*

**City** - Clicking on the list of values button allows the user to select a city, or it can be entered manually. The cities are populated in a base table in the System Administration module. This field is mandatory.

**State** - The state of the contact is displayed here. This field is display only.

**Zip5** - Clicking on the list of values button allows the user to select a Zip Code, or it can be entered manually. The zip codes are populated in a base table in the System Administration module. This field is mandatory.

**Zip4** - The Zip plus 4 of the participant's address. This field is optional.

**Comment** - The user may provide any comments or remarks. This field is optional.



### Section 3 - 4.2.5 : Manufacturers Information, Phone Pop up

The screenshot shows the 'Arizona WIC Program - [Manufacturer Information]' window. The 'Manufacturer' tab is active, displaying the following information:

- Mfr. ID: 1
- Mfr. Name: HEAD JOHNSON & COMPANY
- Short Name: HEAD
- Fed. ID:
- Street 1: 2400 WEST LLOYD EXPRESSWAY
- Street 2:
- City: EVANSVILLE
- State: IL
- Zip: 47721

The 'Phone' pop-up dialog is open, showing the following fields:

Phone	Ext.	Phone Type
012429-6610		WORK PHONE

Below the table is a 'Comment' text area and an 'OK' button. The 'Primary' checkbox is checked.

**Figure 78** - Manufacturers Information, Phone Pop up

#### Fields

**Phone** - The user enters the contact's Phone number in this field. This field is mandatory.

**Ext.** - The user enters any phone extension required to reach the manufacturer contact's phone in this field. This field is optional.

**Phone Type** - The user enters the Phone Type for the contact in this field and can be selected from a drop-down list of Phone Types. If a phone number is entered a phone type must be entered.

**Comment** - The user may provide any comments or remarks. This field is optional.

#### Push Button

**OK** - Pushing this button will process the information entered and return the user to the manufacturer information window.

**Calculations:** None

**Background Processes:** None

## Financial Management

### Section 3 - 4.3 : [CO 110] Manufacturer Rebate File

**Priority:** Required

**Window:** Manufacturer Rebate File

**Report:** Yes

**FSRD Reference:** Change Order 110

**Narrative:**

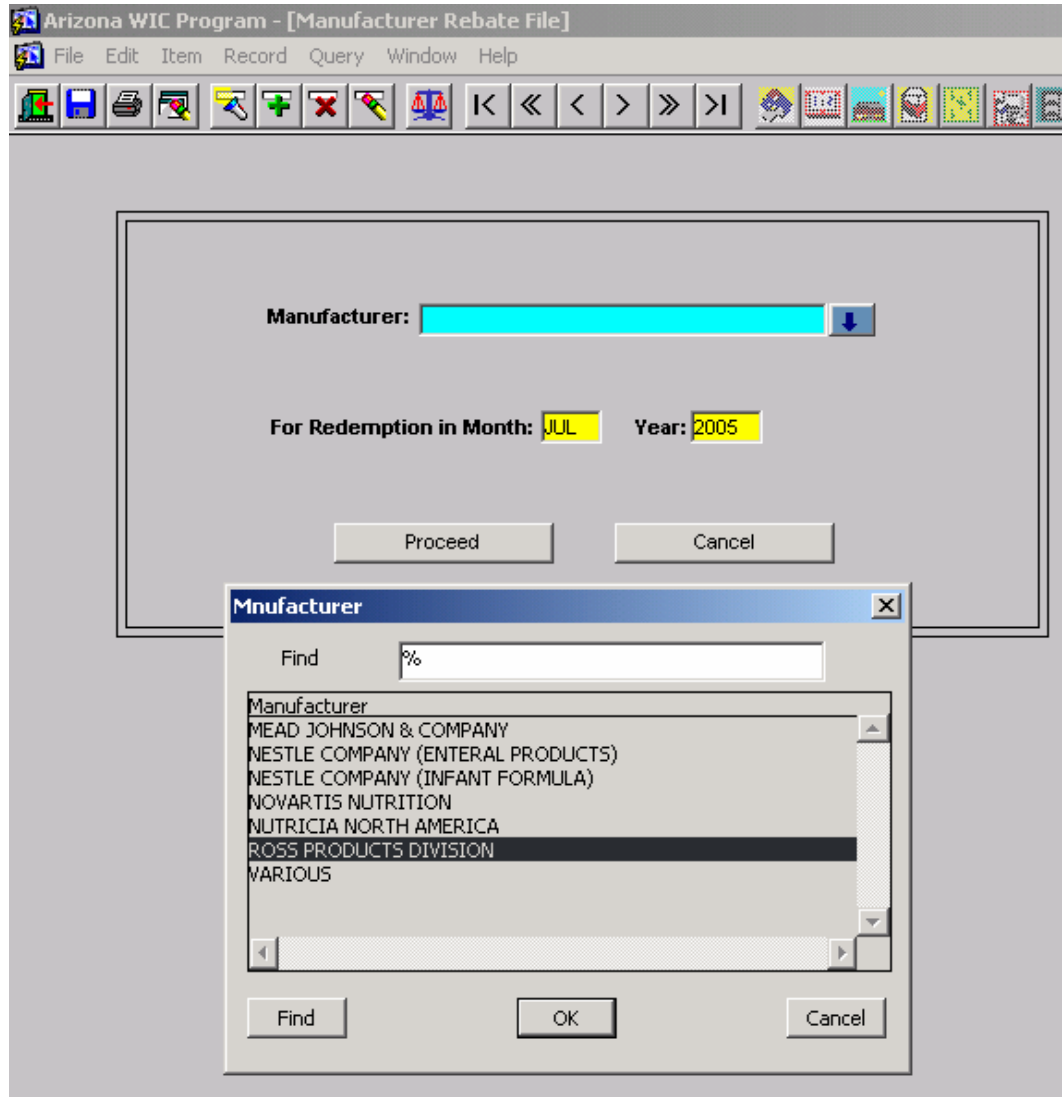
This window allows the WIC Financial Management team to create a flat file with the monthly raw rebate data from the Food Instrument table. The system will create the file based on the month of redemption for the selected Manufacturer.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 4.3.1 : Manufacturer Rebate File****Figure 79** – Manufacturer Rebate File*Fields*

**Manufacturer:** Select a Manufacturer from the dropdown list. This field is mandatory.

**For Redemption in Month** – The month of redemption activity desired. This field is mandatory.

**Year** – The year of redemption activity desired. This field is mandatory.

**Push Button(s)**

**Proceed** – Begins the process to create the flat file.

**Cancel** – Cancels the process.

**Calculations:** None

**Background Processes:** Creates a flat file (short\_nameMMDDYYY.out) from the food instrument table in the format of:

check_number	(number 10)
issue_date	YYYYMMDD
redeemed_date	YYYYMMDD
redeemed_amount	(number 11)
formula_brand_name	(varchar 17)
number_of_cans	(number 3)
vendor_number	(number 10)
participant_number	(number 11)
estimated_max_amount	(number 11)

## Financial Management

### Section 3 - 4.4 : Invoice Adjustment

**Priority:** Required

**Window:** General Invoice Adjustment Window, Invoice Adjustment by Formula Type Window

**Report:** No

**FSRD Reference:** FM 4.2, FM 4.2.6

**Narrative:**

This window allows the WIC Financial Management team to adjust the amount of the manufacturer/vendor invoice on a monthly basis.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 4.4.1 : General Invoice Adjustment Screen

**Manufacturer**  
 Manufacturer : 6 NESTLE COMPANY (INFANT FORMULA)

**Rebate Invoices**  
 Redeem Month : Redeem Year : Invoice Amount

**Invoice Adjustments**  
 Payments

Adjustment Date	Adjustment Reason	Adjustment Amount

Total Adjustments : 0.00  
 Balance : 0.00

Comment

Select the redeem month of the federal fiscal year from the list of values.  
 Record: 1/1 <OSC> <DBG>

**Figure 80 - General Invoice Adjustment Screen**

#### Fields

##### Manufacturer

**Manufacturer** - LOV, ID number of the manufacturer on the invoice. These values are populated in the Manufacturer Information window. When the ID is selected the associated manufacturer's name is automatically entered into the name field. This field is mandatory.

##### Rebate Invoices

**Redeem Month** - Month the invoice is redeemable in. This field is mandatory.

**Redeem Year** - Year the invoice is redeemable in. This field is display only.

**Invoice Amount** - The original amount of the invoice. This field is display only.

##### Invoice Adjustments

**Payments** - Any payments already applied to this invoice. This field is display only.

**Adjustment Date** - Date the adjustment is made on the invoice. This field is mandatory.

**Adjustment Reason** - Reason the invoice is being adjusted. This field is mandatory.

**Adjustment Amount** - The amount of the adjustment to the invoice. This field is mandatory.

**Total Adjustments** - Sum of the individual adjustment amounts applied to the invoice. This field is display only.

**Balance** - Payments minus total adjustments, this is the new amount owed on this invoice. This field is display only.

**Comment** - Any comments or notes the user makes. This field is optional.

**Calculations:**

**Total Adjustments** - Sum of the individual adjustment amounts applied to the invoice.

**Balance** - Payments minus total adjustments, this is the new amount owed on this invoice.

**Background Processes:** None

### Section 3 - 4.4.2 : Invoice Adjustment by Formula Type

Arizona WIC Program - [Invoice Adjustment by Formula Type]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0000

**Manufacturer**

Manufacturer : 1 MEAD JOHNSON & COMPANY

**Rebate Invoices**

Redeem Month : Redeem Year : Invoice Amount :

**Invoice Adjustments**

Adjustment Reason

Adjustment Date :

Formula	Date	Amount

Total Adjustments :

Select the redeem month of the federal fiscal year from the list of values.  
Record: 1/1 <OSC> <DBG>

**Figure 81** - Invoice Adjustment by Formula Type

#### Fields

##### Manufacturer

**Manufacturer** - LOV, ID number of the manufacturer on the invoice. These values are populated in the Manufacturer Information window. When the ID is selected the associated manufacturer's name is automatically entered into the name field. This field is mandatory.

##### Rebate Invoices

**Redeem Month** - Month the invoice is redeemable in. This field is mandatory.

**Redeem Year** - Year the invoice is redeemable in. This field is display only.

**Invoice Amount** - The original amount of the invoice. This field is display only.

##### Invoice Adjustments

**Adjustment Date** - Date the adjustment is made on the invoice. This field is mandatory.

**Adjustment Reason** - Reason the invoice is being adjusted. This field is mandatory.

**Formula** - the specific formula being adjusted. This field is mandatory.

**Date** - The date the formula was adjusted. This field is mandatory.

**Amount** - The amount of the adjustment for the formula. This field is mandatory.

**Total Adjustment** - The total amount of the formula adjustment. This field is display only.

##### Push Button(s)

**Cancel** - Returns user to main menu without producing any invoices.

**OK** - The report is produced (same as Run Report).

**Calculations:**

**Total** - Invoice amount minus adjustment amount.

**Background Processes:** None



## Financial Management

### **Section 3 - 5** : Table Maintenance

#### **Section 3 - 5.1** : Caseload Type

**Priority:** Required

**Window:** Caseload Type

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to add caseload types. Typical caseload types include participant, enrollee, and migrant.

**Sort Criteria (Major to Minor):** F\_CASELOAD\_TYPE.DESCRPTION (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 5.1.1 : Maintain Caseload Types**

Code	Description
1	PARTICIPANT
2	ENROLLEE
3	MIGRANT
4	REFUGEE
5	MIGRANT PARTICIPANT
6	REFUGEE PARTICIPANT

Comment

Enter the code for the caseload type.  
Record: 1/6    <OSC> <DBG>

**Figure 82 - Maintain Caseload Types****Fields**

**Code** - The code associated with the Caseload type. This field is mandatory.

**Description** - The descriptions of Caseload Types are created here by the user. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## **Financial Management**

### **Section 3 - 5.2 : Fund Authorization Document Types**

**Priority:** Required

**Window:** Fund Authorization Document Types

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update fund authorization document types data.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 5.2.1 : Maintain Document Types**

Code	Description
1	GRANT ALLOCATION DOCUMENT
2	LETTER OF CREDIT

Comment

Enter the code for the document type.  
Record: 1/2    <OSC> <DBG>

**Figure 83 - Maintain Document Types***Fields*

**Code** - The code associated with the authorization document type. This field is mandatory.

**Description** - The Fund authorization document types description is created here by the user. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## Financial Management

### **Section 3 - 5.3 : Fund Income and Adjustment Reasons**

**Priority:** Required

**Window:** Fund Income and Adjustment Reasons

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update fund income and adjustment reasons data. This data defines the fund or adjustment, defines if money is to be added or subtracted from the fund balance, the source of the funding, allowable uses for the fund (such as paying food costs), whether money in the fund is to be used in calculating cashflow and whether monies in the fund are attributable to other fiscal years.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 5.3.1 : Maintain Fund Income and Adjustment Reasons-screen 1

Reason Code	Fund Income / Adjustment Reason	Fund Source Description	Fund U
1	LETTER OF CREDIT DISTRIBUTION	FEDERAL GRANT	FOOD C
2	INITIAL GRANT ALLOCATION	FEDERAL GRANT	FOOD C
3	GRANT REALLOCATION (CURRENT YEAR)	FEDERAL GRANT	FOOD C
4	GRANT RECOVERY (DURING FISCAL YEAR)	FEDERAL GRANT	FOOD C
5	GRANT RECOVERY (AFTER FFY PRIOR TO CLOSEOUT)	FEDERAL GRANT	FOOD C
6	GRANT RECOVERY (AFTER FFY AT FINAL CLOSEOUT)	FEDERAL GRANT	FOOD C
7	BACKSPEND FROM NEXT YEAR TO CURRENT YEAR	FEDERAL GRANT	FOOD C
8	SPENDBACK FROM CURRENT YEAR TO LAST YEAR	FEDERAL GRANT	FOOD C
9	SPENDFORWARD FROM CURRENT YEAR TO NEXT YEAR	FEDERAL GRANT	FOOD C
10	FORWARDSPEND FROM LAST YEAR TO CURRENT YEAR	FEDERAL GRANT	FOOD C
11	REBATE PAYMENT	FEDERAL GRANT	FOOD C
12	PARTICIPANT RECOVERY	FEDERAL GRANT	FOOD C

Enter the reason code of the fund income and adjustment reason.  
Record: 1/?

**Figure 84** - Maintain Fund Income & Adjustment Reasons - screen 1

#### Fields

**Reason Code** - The code associated with the fund income and adjustment reason. This field is mandatory.

**Fund Income/Adjustment Reason** - The Fund income and adjustment reasons description is chosen from a LOV populated by the Maintain Functions base table. This field is mandatory.

**Fund Source Description** - The Fund source description is chosen from an LOV populated in the Maintain Fund Sources base table section in Financial Management. This field is mandatory.

### Section 3 - 5.3.2 : Maintain Fund Income and Adjustment Reasons-screen 2

Reason Code	Fund Use Description	Spreadtable ?	Other Year ?	Comment
1	OOD COST	INCLUDE	NONE	
2	OOD COST	INCLUDE	NONE	
3	OOD COST	INCLUDE	NONE	
4	OOD COST	INCLUDE	NONE	
5	OOD COST	INCLUDE	NONE	
6	OOD COST	INCLUDE	NONE	
7	OOD COST	INCLUDE	NONE	
8	OOD COST	INCLUDE	NONE	
9	OOD COST	INCLUDE	NONE	
10	OOD COST	INCLUDE	NONE	
11	OOD COST	INCLUDE	NONE	
12	OOD COST	INCLUDE	NONE	

Enter the reason code of the fund income and adjustment reason.  
Record: 1/?

**Figure 85** - Maintain Fund Income & Adjustment Reasons - screen 2

#### Fields

**Fund Use Description** - The Fund use description is chosen from an LOV created in the Maintain Fund Uses base table section in Financial Management. This field is mandatory.

**Spreadtable?** - Defines whether money from this fund is included in calculating the Cashflow spreadsheet. This field is mandatory.

**Other Year?** - Defines whether money from this fund impacts another year. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## **Financial Management**

### **Section 3 - 5.4 : Fund Sources**

**Priority:** Required

**Window:** Fund Sources

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update fund sources data. Typical fund sources are the Federal or State governments.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



**Section 3 - 5.4.1 : Maintain Fund Sources**

Code	Description
1	FEDERAL GRANT
2	STATE GRANT
3	OTHER

Comment

Enter the code for the fund source.  
Record: 1/3    <OSC> <DBG>

**Figure 86-** Maintain Fund Sources*Fields*

**Code** - Code associated with this fund source. This field is mandatory.

**Description** - The fund source's description is created here by the user. This field is mandatory.

**Comments** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## Financial Management

### **Section 3 - 5.5 : Fund Uses**

**Priority:** Required

**Window:** Fund Uses

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update fund uses data. Typically food funds are used for food costs or administrative costs.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 5.5.1 : Maintain Fund Uses**

Arizona WIC Program - [Maintain Fund Uses]

File Edit Item Record Query Window Help

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Code	Description
1	FOOD COST
2	ADMINISTRATIVE COST
3	OTHER

Comment

Enter the code for the fund use.

Record: 1/3 <OSC> <DBG>

**Figure 87 - Maintain Fund Uses***Fields*

**Code** - Code associated with this Fund Use. This field is mandatory.

**Description** - The Fund Use's description is created here by the user. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## Financial Management

### Section 3 - 5.6 : Poverty Basis

**Priority:** Required

**Window:** Poverty Basis

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update poverty basis data. WIC income eligibility is based on family size in relation to income. Each additional member in the family increases the income amount allowed as the income ceiling allowed for WIC or CSF eligibility up to a maximum size as defined in the static factors window. This base table enables the user to enter the additional amount allowed per family member for a particular period of time. The income eligibility is determined during the Enrollment and Certification process. In the Maintain Income Levels window in the Enrollment and Certification section the ceiling value is entered for the initial family size of one. The additional income per family member per month from the Financial Management Poverty basis table is used to calculate the ceilings for the remaining family sizes up to the maximum allowed family size as defined in the static factor table.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 5.6.1 : Maintain Poverty Basis

Both WIC & CSFP	CSFP Elderly	Begin Date	Poverty Basis Factor	Additional Income Per Member Per Month	End Date
<input type="radio"/>	<input checked="" type="radio"/>	04/01/2000	1.300	\$314.00	04/14/2001
<input type="radio"/>	<input type="radio"/>	04/01/2000	1.850	\$448.00	04/14/2001
<input type="radio"/>	<input checked="" type="radio"/>	04/15/2001	1.300	\$327.00	04/14/2002
<input type="radio"/>	<input type="radio"/>	04/15/2001	1.850	\$466.00	01/14/2002
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				

Comment

Record: 1/4    <OSC> <DBG>

**Figure 88** - Maintain Poverty Basis

#### Fields

**Begin Date** - The beginning date the described poverty basis is effective. This field is mandatory.

**Poverty Basis Factor** - The Poverty basis description is created here by the user. This field is mandatory.

**Additional Income Per Member Per Month** - The dollar amount allowed over the Poverty basis amount per family member. This field is used along with the maximum number of family members as defined in the static factors table to help determine income eligibility. This field is mandatory.

**End Date** - The ending date the described poverty basis is effective. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

#### Radial Buttons

**Both WIC & CSFP** - If this box is checked, the information entered will be applied to both the WIC and CSF programs.

**CSFP Elderly** - If this box is checked, the information entered will be applied to only the CSF programs.

**Calculations:** None

**Background Processes:** None

## **Financial Management**

### **Section 3 - 5.7 : Maintain Rebate Statuses**

**Priority:** Required

**Window:** Maintain Rebate Statuses

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update maintain rebate statuses data. The rebate status describes or defines the status of a rebate invoice.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 5.7.1 : Maintain Rebate Statuses**

Code	Description
1	CREATED
2	SENT
3	DELINQUENT
4	ADJUSTED (NOT PAID)
5	PAID
6	PAID (ADJUSTED)

Comment

Enter the code for the rebate status.  
Record: 1/6    <OSC> <DBG>

**Figure 89 - Maintain Rebate Statuses****Fields**

**Code** - The user entered code associated with the Maintain Rebate Statuses description. This field is mandatory.

**Description** - The Maintain Rebate Statuses description is created here by the user. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## **Financial Management**

### **Section 3 - 5.8 : Wait List Response**

**Priority:** Required

**Window:** Wait List Response

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update wait list response data.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 5.8.1 : Maintain Wait List Responses

Code	Description	Response Type
1	APPLICANT WISHES TO ENROLL IN WIC	Positive
2	APPLICANT DOES NOT WISH TO ENROLL IN WIC	Negative
3	APPLICANT WISHES TO ENROLL IN CSFP	Positive
4	APPLICANT DOES NOT WISH TO ENROLL IN CSFP	Negative

Comment

Enter value for Wl Response Code  
Record: 1/4    <OSC> <DBG>

**Figure 90** - Maintain Wait List Responses

#### Fields

**Code** - The user entered code associated with the Wait list response description. This field is mandatory.

**Description** - The Wait list response description is created here by the user. This field is mandatory.

**Response Type** - The user chooses from a drop down list; typical values are positive, negative, waiting. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

**Calculations:** None

**Background Processes:** None

## **Financial Management**

### **Section 3 - 5.9 : Poverty Level**

**Priority:** Required

**Window:** Poverty Level

**Report:** No

**FSRD Reference:** FM 7

**Narrative:**

This maintenance window provides the ability to update poverty level display data. This data is used for reporting participation within poverty levels and is not used for calculating income eligibility.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 5.9.1 : Maintain Poverty Levels

Begin Date	End Date	Poverty Level Description	High Percent	Low Percent	Display Seq	CSF Only
07/01/1997	08/31/2017	0-50%	50	0	1	<input type="checkbox"/>
07/01/1997	08/31/2017	0-50%	50	0	1	<input checked="" type="checkbox"/>
07/01/1997	08/31/2017	51-100%	100	50	2	<input type="checkbox"/>
07/01/1997	08/31/2017	51-100%	100	50	2	<input checked="" type="checkbox"/>
07/01/1997	08/31/2017	101-120%	120	100	3	<input type="checkbox"/>
07/01/1997	08/31/2017	101-120%	120	100	3	<input checked="" type="checkbox"/>
07/01/1997	08/31/2017	121-130%	130	120	4	<input type="checkbox"/>
07/01/1997	08/31/2017	121-130%	130	120	4	<input checked="" type="checkbox"/>
07/01/1997	08/31/2017	131-150%	150	130	5	<input type="checkbox"/>
07/01/1997	08/31/2017	131-150%	150	130	5	<input checked="" type="checkbox"/>

Comment

Enter the begin date for use of this poverty level.  
Record: 1/7

**Figure 91 - Maintain Poverty Levels**

#### Fields

**Begin Date** - The first date that these percentages are to be applied as poverty levels. This field is mandatory.

**End Date** - The last date that these percentages are to be applied as poverty levels. This field is mandatory.

**Poverty Level Description** - The Poverty Level description is created here by the user. This field is mandatory. This description is used as a column heading on various WIC and CSF reports.

**High Percent** - The ceiling percentage of the poverty level which delineates a group is created here. This field is mandatory.

**Low Percent** - The baseline percentage of the poverty level which delineates a group is created here. This field is mandatory.

**Display Seq.** - The poverty levels as defined on this table are used as column headings on several reports. The display sequence defines the order the different poverty levels will appear on reports. This field is mandatory.

**Comment** - The user may provide any comments or remarks. This field is optional.

#### Check box (s)

**CSF Only** - This box is checked if the poverty level is for the CSFP participant only.

**Calculations:** None

**Background Processes:** None

## Financial Management

### **Section 3 - 6** : Reports

#### **Section 3 - 6.1** : Caseload Management Reports

##### **Section 3 - 6.1.1** : Caseload Assignment

**Priority:** Required

**Window:** Caseload Assignment Report Initiation Window

**Report:** Yes

**FSRD Reference:** FM 8.1

**Narrative:**

This Window generates a report displaying the caseload allocations for the Federal Fiscal Year broken down by local agencies, as well as monthly totals and an average percentage of the state participation.

**Sort Criteria (Major to Minor):** O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.1.1.1 Caseload Assignment Initiation Window

FR\_CASELOAD\_ASSIGN: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: CASELOAD ASSIGNMENTS

Output Device: PREVIEW

Filename:

Number of Copies: 1

FFY:

**Figure 92** - Caseload Assignment Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FFY** - The Federal Fiscal Year for which the report is to be generated. This field is required.

**Section 3 - 6.1.1.2** Caseload Assignment

**Error! Not a valid link.**

**Figure 93** Caseload Assignment

**Calculations:**

**% of State Average** -  $(AVG(Caseload)/100)\%$

**Oct...Sep** - Count (Caseload assignments)

**Actual Totals** - SUM (Issuance Participation)

**Participation Assignments** - SUM(Caseload Assignments)

**Background Processes:** None

## Financial Management

### Section 3 - 6.1.2 : Actual Participation

**Priority:** Required

**Window:** WIC Actual Participation Report Initiation Window, *[CO 32] CSF Actual Participation Report Initiation Window, CSF Distribution Site Participation Report Initiation Window.***[End CO 32]**

**Report:** Yes

**FSRD Reference:** FM 8.1

**Narrative:**

Summarizes all actual issuance participation by priority and/or category. Total for migrants are also displayed on the actual participation reports. Report availability is dependent upon the organizational level generating the report:

**State Agency** - Local Agency detail with State Agency summary.

**Local Agency** - Clinic Detail with Local Agency summary.

**Sort Criteria (Major to Minor):**

Actual Participation Reports

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

C\_PRIORITY.ID (ASC)

C\_CATEGORY.ID (ASC)

Distribution Site Participation Reports

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

DISTRIBUTION SITE (ASC)

C\_CATEGORY.ID (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



[CO 32]

**Section 3 - 6.1.2.1** CSF Actual Participation Report Initiation Window

## Screen Not Available. Functionality Deferred.

**Figure 94** - CSF Actual Participation Report Initiation Window

### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - This field limits the report to participants that were issued a Food Package and belong to this local agency. This field is required.

**Clinic** - This field limits the report to participants that were issued a Food Package and belong to this clinic. This field is required.

**Issuance Participation Month** - This field limits the report to participants that were issued a Food Package in that month. This field is required.

**FFY** - This field limits the report to participants that were issued a Food Package in this Federal Fiscal Year and Month. This field is required.



**Section 3 - 6.1.2.2** CSF Actual Participation Report

**Error! Not a valid link.**

**Figure 95** - CSF Actual Participation Report

***Calculations:***

*Count participants by category and priority determined by category table and priorities.*

***Totals*** - *SUM(Priority)*

***Priority*** - *COUNT(Participants)*

***Total Participating*** - *SUM(Current Status)*

***Total Migrant*** - *COUNT(Migrant\_Flag)*

***Background Processes:*** *None*

**[End CO32]**

### Section 3 - 6.1.2.3 WIC Actual Participation Report Initiation Window

FR\_CASELOAD\_PARTCPTN: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: ACTUAL PARTICIPATION

Output Device: Preview

Filename:

Number of Copies: 1

Issuance Participation Month: OCT

FFY:

**Figure 96** - WIC Actual Participation Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - If specified, this field limits the report to participants that were issued an FI and belong to this local agency. This field is required.

**Clinic** - This field limits the report to participants that were issued an FI and belong to this clinic. This field is required.

**Issuance Participation Month** - This field limits the report to participants that were issued an FI in this month. This field is required.

**FFY** - This field limits the report to participants that were issued an FI in this Federal Fiscal Year and month. This field is required.

**Section 3 - 6.1.2.4** WIC Actual Participation Report

Report Date: MM/DD/YYYY  
Report 007

Arizona WIC Program  
Actual Participation  
Month/Year: May 1998

Page: ZZZ9

Local Agency: XX XXXXXXXXXXXXXXXX Clinic: XX XXXXXXXXXXXXXXXX

Current Status	Children Age 1	Children Age 2	Children Age 3	Children Age 4	Infants, Exclusive Formula Fed	Infants, Formula Fed	Infants, Partial Nursing	Woman, Exclusive Nursing	Woman, Partial Nursing	Woman, Postpartum	Woman, Pregnant Adult	Woman, Pregnant Teen	Total
Priority 1	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Priority 2	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Priority 3	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Priority 4	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Priority 5	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Priority 6	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Priority 7	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Total Participation	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ
Total Migrant	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ	ZZZZ

**Figure 97 - WIC Actual Participation Report**

**Calculations:**

Count participants by category and priority based on categories and priorities defined.

**Count** - COUNT(Participants)

**Totals** - SUM(Priority)

**Priority** - COUNT(Participants)

**Total Participating** - SUM(Current Status)

**Total Migrant** - COUNT(Migrant\_Flag)

**Background Processes:** The actual column headings on this report will be determined by the categories defined by the user in the Categories base table in the Certification area. Please refer to maintain basetables, categories in the Certification and Enrollment section for more details.

[CO 32]

**Section 3 - 6.1.2.5** CSF Distribution Site Participation Report Initiation Window

## Screen Not Available. Functionality Deferred.

**Figure 98** - CSF Distribution Site Participation Report Initiation Window

*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - If specified, this field limits the report to participants that were issued an FI and belong to this local agency. This field is required.

**Clinic** - This field limits the report to participants that were issued an FI and belong to this clinic. This field is required.

**Issuance Participation Month** - This field limits the report to participants that were issued an FI in that month. This field is required.

**FFY** - This field limits the report to participants that were issued an FI in this Federal Fiscal Year and month. This field is required.





**Section 3 - 6.1.2.6** CSF Distribution Site Participation Report

**Error! Not a valid link.**

**Figure 99** - CSF Distribution Site Participation Report

***Calculations:***

*Count participants by category based on categories and distribution sites defined.*

***Count*** - COUNT(Participants)

***Totals*** - SUM(Priority).

***Total Participating*** - SUM(Current Status)

***Background Processes:*** *The actual column headings on this report will be determined by the categories defined by the user in the categories base table in the Certification area. Please refer to maintain base tables, categories in the Certification and Enrollment section for more details.*

***[End CO 32]***

## Financial Management

### **Section 3 - 6.1.3** : State Funded WIC Participation Listing

**Priority:** Required

**Window:** State Funded WIC Participation Report Initiation Window

**Report:** Yes

**FSRD Reference:** FM 8.1

**Narrative:**

The issuance date entered on the parameter screen will appear in the FOR MONTH ENDING heading in the upper left hand corner of the report. The report will process FI's issued three months prior to the requested month. The report will not be generated for three months of the year - October, November, and December; that is, closeout for July, August, and September, respectively.

A count of the number of participants determined to be participating broken down by priority and status. A list of the participants included in the count totals serves as the detail portion of the report. The WIC status is used to place participants in one of five categories for final totals. The categories are: Pregnant women, Breastfeeding women, Postpartum women, Infants, and Children. The total value of each counted participant's FI's are also listed in the detail portion of the report. The combined total of all counted participants' FI values must not exceed a State Funding Amount stored in a monthly table built from the State WIC Funds screens. To determine which participants should appear on this report, the system will start with the lowest priority participants, aggregating the total value of each participant's FI's until the funding amount is reached but not exceeded. Any participants whose FI values added into the total would result in the total exceeding the State Funded amount are not listed on the report.

**Sort Criteria (Major to Minor):**

Priority cross referenced with WIC status.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.1.3.1 State Funded Participation Report Initiation Window

FR\_STATE\_FUND\_PART: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: State Funded Participation

Output Device: PREVIEW

Filename:

Number of Copies: 1

Issuance Participation Month: OCT

Year:

**Figure 100** - State Funded Participation Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issuance Participation Month** - The user may designate the month that the report is to be queried on. This field is required.

### Section 3 - 6.1.3.2 State Funded Participation Listing

Report Date: MM/DD/YYYY

Page: ZZZ9

Report AZW 901

**Arizona WIC Program**  
State Funded Participation Listing  
Issuance Participation - May

[illegible]

### Figure 101 - State Funded Participation Listing

**Calculations:**

**Total Participating - SUM(Current Status)**

**Total Amount Redeemed - SUM(Redeemed Amount)**

**Background Processes:** None

## Financial Management

[CO 32]

**Section 3 - 6.1.4** : CSF Participation Listings

**Priority:** *Required*

**Window:** *CSF Monthly Participation Report Initiation Window, CSF Local Agency Participation Report Initiation Window, CSF State Participation Report Initiation Window*

**Report:** *Yes*

**FSRD Reference:** *FM 8.1*

**Narrative:**

*This report is a count of the number of participants determined to be participating broken down by category. A list of the participants included in the count totals serves as the detail portion of the report. The CSF status is used to place participants in one of five categories for final totals. The categories are: Pregnant women, Breastfeeding women, Postpartum women, Children, and Elderly.*

*Westside FB is the subtotal of the local agencies above it, Community FB is a subtotal of Pima and Mariposa and State Total is a total of Westside and Community subtotals.*

**Sort Criteria (Major to Minor):**

*Monthly Participation  
Local Agency  
Category*

*Local Agency Participation  
Month  
Category*

*State Participation  
Month  
Category*

**Data Current As Of:** *Run Time*

**Frequency:** *On Demand*

**Role(s):** *Financial Management*

**Section 3 - 6.1.4.1 CSF Monthly Participation Report Initiation Window****Screen Not Available. Functionality Deferred.****Figure 102** - CSF Monthly Participation Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issuance Participation Month** - This field limits the report to participants that were issued a Food Package in that month. This field is required.

**FFY** - This field limits the report to participants that were issued a Food Package in this Federal Fiscal Year and Month. This field is required.



**Section 3 - 6.1.4.2 CSF Monthly Participation**

**Error! Not a valid link.**

**Figure 103 - CSF Monthly Participation**

**Calculations:**

**C** - Count (Category)

**PG/BF** - Count (Category)

**PP** - Count (Category)

**W/C Participation** - Count (Category)

**W/C Caseload** - Count (W/C Assignment)

**W/C Percent** - (W/C Participation)/(W/C Caseload)

**Elderly Participation** - Count (Category)

**Elderly Caseload** - Count (Elderly Assignment)

**Elderly Percent** - Elderly Participation/Elderly Caseload

**Total Participation** - Count (Category)

**Total Caseload** - Count (Assignment)

**Total Percent** - Total Participation/Total Caseload

**Background Processes:** None

**Section 3 - 6.1.4.3 CSF Local Agency Participation Report Initiation Window****Screen Not Available. Functionality Deferred.****Figure 104** - CSF Local Agency Participation Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FFY** - This field limits the report to participants that were issued a Food Package in this Federal Fiscal Year and Month. This field is required.

**Section 3 - 6.1.4.4 CSF Local Agency Participation**

**Error! Not a valid link.**

**Figure 105 - CSF Local Agency Participation*****Calculations:***

***C*** - Count (Category)

***PG/BF*** - Count (Category)

***PP*** - Count (Category)

***W/C Participation*** - Count (Category)

***W/C Caseload*** - Count (W/C Assignment)

***W/C Percent*** - (W/C Participation)/(W/C Caseload)

***Elderly Participation*** - Count (Category)

***Elderly Caseload*** - Count (Elderly Assignment)

***Elderly Percent*** - Elderly Participation/Elderly Caseload

***Total Participation*** - Count (Category)

***Total Caseload*** - Count (Assignment)

***Total Percent*** - Total Participation/Total Caseload

***Background Processes:*** None

**Section 3 - 6.1.4.5** CSF State Participation Report Initiation Window**Screen Not Available. Functionality Deferred.****Figure 106** - CSF State Participation Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FFY** - This field limits the report to participants that were issued a Food Package in this Federal Fiscal Year and Month. This field is required.

**Section 3 - 6.1.4.6** CSF State Participation

**Error! Not a valid link.**

**Figure 107** - CSF State Participation

***Calculations:***

***C*** - Count (Category)

***PG/BF*** - Count (Category)

***PP*** - Count (Category)

***W/C Participation*** - Count (Category)

***W/C Caseload*** - Count (W/C Assignment)

***W/C Percent*** - (W/C Participation)/(W/C Caseload)

***Elderly Participation*** - Count (Category)

***Elderly Caseload*** - Count (Elderly Assignment)

***Elderly Percent*** - Elderly Participation/Elderly Caseload

***Total Participation*** - Count (Category)

***Total Caseload*** - Count (Assignment)

***Total Percent*** - Total Participation/Total Caseload

***YTD Total*** - Sum of columns to provide cumulative year to date totals for the categories

***Background Processes:*** None

***[End CO 32]***

## Financial Management

### Section 3 - 6.1.5 : Participant Status

**Priority:** Required

**Window:** WIC Participant Status Report Initiation Window, *[CO 32] CSF Participant Status Report Initiation Window [End CO 32]*

**Report:** Yes

**FSRD Reference:** FM 8.1

**Narrative:**

An on demand report of selected characteristics of the WIC or *[CO 32] CSF participant population [End CO 32]* used to measure changes and trends for predicting caseload patterns. Selected data from the Participant Processing System is required.

**Sort Criteria (Major to Minor):**

(Part 1) O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

(Part 2) C\_CLIENT.CLIENT\_ID (ASC)

(Part 3) C\_TERM\_REASON.DESCRPTION (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 6.1.5.1 WIC Participant Status Initiation Window

The screenshot shows the 'FR\_PART\_STAT: Runtime Parameter Form' window. The title bar reads 'Arizona WIC Program - [Financial Management]'. The menu bar includes 'Cashflow', 'Rebates', 'FNS', 'Caseload', 'Tables', 'Outputs', 'Exit', and 'Window'. The form itself is titled 'Arizona Department of Health WIC System' and 'Report: PARTICIPANT STATUS'. It contains several input fields and dropdown menus: 'Output Device' (a dropdown menu currently showing 'PREVIEW'), 'Filename' (a text box), 'Number of Copies' (a text box with '1'), 'Access Dates From:' and 'Thru:' (text boxes), 'Level:' (a dropdown menu showing 'STATE'), 'Agency:' (a dropdown menu showing '01 APACHE COUNTY HEALTH DEPT'), and 'Clinic:' (a dropdown menu showing '01 ST JOHNS WIC'). The bottom of the window shows a status bar with 'Record: 1/1' and a taskbar with various open applications including 'Inbox - Microsoft Outlook', 'FM DFDD.doc - Microsoft ...', 'Arizona WIC Program - [F...', 'Reports Background Engine', and 'FR\_PART\_STAT: Runti...'. The system clock shows '4:54 PM'.

**Figure 108 - WIC Participant Status Initiation Window**

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Access Dates From Thru** - The range of dates upon which the report will filter data, excluding information not falling within the specified range. These fields are required.

**Level** - The user can select the report level (state, local agency, or clinic).

**Agency** - The user can select the agency to report on.

**Clinic** - The user can select the clinic to report on.

**Section 3 - 6.1.5.2 WIC Participant Status Report**

**Error! Not a valid link.**

**Figure 109 - WIC Participant Status Report**

**Calculations:**

# **Enrolled** - COUNT (CERTIFICATION\_CERT\_START\_DATE)  
# **Wait Listed P1...P7** - COUNT(Wait\_List\_Flag)  
# **Actual Particip** - COUNT(Issuance Participation)  
# **Cert (P) With EDC** - COUNT(Category)  
# **Children 5 Years To become Ineligible** - COUNT(Termination\_Date)  
# **Breastfeeding Women To become Ineligible** - COUNT(Termination\_Date)  
# **Postpartum Women To become Ineligible** - COUNT(Termination\_Date)  
# **(I) - (C) Category Transfers** - COUNT(Categories)  
# **(I) Fully Breastfed** - COUNT(BF\_Pattern)  
# **Participants Disqualified** - COUNT(Term\_Reason)  
# **Participant Terminated Other Than Category Ineligible** - COUNT(Term\_Reason)  
# **Part Term Other Than Catg Inelig** - COUNT(Term\_Reason)  
# **New Certs** - COUNT(Certification = 1)  
# **Recerts** - COUNT(Certification > 1)  
**Out of State Adds** - COUNT(Certification)  
# **Infants 4<sup>th</sup> Month** - COUNT(Birth date )  
# **Infants 6<sup>th</sup> Month** - COUNT(Birth date )  
# **Children on Formula(3A1)** - COUNT(priority 3a1)

**Background Processes:** None

[CO 32]

**Section 3 - 6.1.5.3** CSF Participant Status Initiation Window

## **Screen Not Available. Functionality Deferred.**

**Figure 110** - CSF Participant Status Initiation Window

*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Access Dates From Thru** - The range of dates upon which the report will filter data, excluding information not falling within the specified range. These fields are required.

.

**Section 3 - 6.1.5.4 CSF Participant Status Report**

**Error! Not a valid link.**

**Figure 111** - CSF Participant Status Report

Calculations:

**# Enrolled** - COUNT (CERTIFICATION\_CERT\_START\_DATE)  
**# Wait Listed P1...P7** - COUNT(Wait\_List\_Flag)  
**# Actual Particip** - COUNT(Issuance Participation)  
**# Cert (P) With EDC** - COUNT(Category)  
**# Children 6 Years To become Ineligible** - COUNT(Termination\_Date)  
**# Breastfeeding Women To become Ineligible** - COUNT(Termination\_Date)  
**# Postpartum Women To become Ineligible** - COUNT(Termination\_Date)  
**# Participant Terminated Other Than Category Ineligible** - COUNT(Term\_Reason)  
**# New Applicants Certified** - COUNT(Certification = 1)  
**# of Recertified Participants** - COUNT(Certification > 1)  
**Out of State Adds** - COUNT(Certification)

**Background Processes:** None

[End CO 32]

## Financial Management

**Section 3 - 6.1.6** : Participation vs. Assignment Report

**Priority:** Required

**Window:** WIC Participation vs. Assignment Report Initiation Window, *[CO 32] CSF Participation vs. Assignment Report Initiation Window [End CO 32]*

**Report:** Yes

**FSRD reference:** FM 8.1

**Narrative:**

The report provides a yearly history of the caseload assigned to either the state agency and its local agencies, or to each local agency and their clinics.

**Sort Criteria (Major to Minor):**  
O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.1.6.1 WIC Participation vs Assignment Initiation Window

Arizona Department of Health

WIC System

Report: PARTICIPATION VS. ASSIGNMENT

Output Device: PREVIEW

Filename:

Number of Copies: 1

Level: 01 - APACHE COUNTY HEALTH DEPT

FFY:

**Figure 112** - WIC Participation vs Assignment Initiation Window

#### Fields

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Low Target** - This is the minimum caseload percentage that the state would like to achieve on a monthly basis. This field is required.

**High Target** - This is the maximum caseload percentage that the state would like to achieve on a monthly basis. This field is required.

**Level** - Detail and Summary or Summary only. This field is required.

**FFY** - The Federal Fiscal Year for which the report is to be generated. This field is required.



**Section 3 - 6.1.6.2** WIC Participation vs Assignment Report

**Error! Not a valid link.**

**Figure 113** - WIC Participation vs. Assignment Tracking Report

**Calculations:**

**Avg YTD** - AVG (Issuance Participation)

**LA Count** - COUNT(Caseload)

**Clinic** - COUNT(Caseload)

**% Attained** - (Actual Caseload) / (Allocated Caseload)

**% Increase** - ((Caseload this month) - (Caseload last month)) / (Caseload last month)

**Background Processes:** None

[CO 32]

### Section 3 - 6.1.6.3 CSF Participation vs Assignment Initiation Window

## Screen Not Available. Functionality Deferred.

**Figure 114** - CSF Participation vs Assignment Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Low Target** - This is the minimum caseload percentage that the state would like to achieve on a monthly basis. This field is required.

**High Target** - This is the maximum caseload percentage that the state would like to achieve on a monthly basis. This field is required.

**Level** - Detail and Summary or Summary only. This field is required.

**FFY** - The Federal Fiscal Year for which the report is to be generated. This field is required.

**Section 3 - 6.1.6.4** CSF Participation vs Assignment Tracking Report

**Error! Not a valid link.**

**Figure 115** - CSF Participation vs Assignment Tracking Report

**Calculations:**

**Avg YTD** - AVG (Issuance Participation)

**LA Count** - COUNT(Caseload)

**Clinic** - COUNT(Caseload)

**% Attained** - (Actual Caseload) / (Allocated Caseload)

**% Change** - ((Caseload this month) - (Caseload last month)) / (Caseload last month)

**Low Target** - Assignment Multiplied by the low target factor entered by the user.

**High Target** - Assignment Multiplied by the high target factor entered by the user.

**Mnthly Target** - For the first month in the fiscal year (October) the monthly target is 1/12 of the YTD participation. For each month thereafter any difference from prior months needs to be added into the remaining YTD participation and spread over the remaining months. Monthly assignment - monthly participation = difference. (Difference + remaining months participation) divided by remaining months = monthly target.

**Background Processes:** None

**[End CO 32]**

## Financial Management

**Section 3 - 6.1.7** : Monthly Participation by Category and Ethnicity Group Report (Replaces Priority 1,2,3)

**Priority:** Required

**Window:** WIC Monthly Participation by Category and Ethnicity Group Report Initiation Window, *[CO 32] CSF Monthly Participation by Category and Ethnicity Group Report Initiation Window [End CO 32]*

**Report:** Yes

**FSRD reference:** FM 8.1

**Narrative:**

A count of the number of participants determined to be participating broken down by race and status and priority and status.

Totals: A participant is counted if they have at least one issued food instrument that has not been voided in the report month, for *[CO 32] CSF at least one food package [End CO 32]*, or they are exclusively Breastfed infants. Participants who also appeared on the State Funded Participation Report are omitted from the report.

Participants with Unknown status are distributed proportionately among the valid status totals for Unknown priority and race. The totals for Unknown race are then distributed proportionately among the totals for valid races while Unknown priority totals are not distributed.

**Sort Criteria (Major to Minor):** O\_ORGANIZATIONAL\_UNIT.ORG\_CODE

**Data Current As Of:** Parameters

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.1.7.1 WIC Monthly Participation by Category and Ethnicity Group Report Initiation Window

**Figure 116** - WIC Monthly Participation by Category & Ethnicity Group

#### Fields

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - If specified, this field limits the report to participants that were issued an FI and belong to this local agency. This field is required.

**Clinic** - If specified, this field limits the report to participants that were issued an FI and belong to this clinic. This field is optional.

**Issuance Participation Month** - This field limits the report to participants that were issued an FI in the month chosen. This field is required.

**FFY** - This field limits the report to participants that were issued an FI in this Federal Fiscal Year and Month. This field is required.

### Section 3 - 6.1.7.2 WIC Monthly Participation by Category and Ethnicity Group Report

Report Name: fr\_mon\_part\_cat\_ethn  
Report Date: MM/DD/YYYY

Report No: fr3  
Page #

Arizona WIC Program													
Monthly Participation by Category and Ethnicity													
Issue Participation Month: MMY FFY: YYYY													
Local Agency -	Clinic -						Local Agency Name -						
	Women						Infant						
Current Status	EN	PN	P	PG1	PG2	IFF	IEN	IPN	C1	C2	C3	C4	Total
White Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Black Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Hispanic Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Native Amer Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Asian Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Pacific Isl. Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Total Enrolled	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Non Participating	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Total Migrant Particip.	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Total Refugee Particip.	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
-----													
Participation by Priority													ZZZZ9
Priority 1	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Priority 2	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Priority 3	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Priority 4	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Priority 5	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
Unknown	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9	ZZZZ9
-----													
Enrolled	Women	%	Infants	%	Children	%	Total						
Participating	ZZZZ9	ZZ.99	ZZZZ9	ZZ.99	ZZZZ9	ZZ.99	ZZZZ9						
Non Participating	ZZZZ9	ZZ.99	ZZZZ9	ZZ.99	ZZZZ9	ZZ.99	ZZZZ9						
	ZZZZ9	ZZ.99	ZZZZ9	ZZ.99	ZZZZ9	ZZ.99	ZZZZ9						

Figure 117 - WIC Monthly Participation by Category and Ethnicity Group Report



**Calculations:**

**PCT** - (COUNT(Ethnic Group)) / (COUNT(Participants))

Total (count) of women participating.

Total (count) of women non participating.

Total (count) of women.

Total % of women participating.

Total % of women non participating.

Total % of women.

Total (count) of infants participating.

Total (count) of infants non participating.

Total (count) of infants.

Total % of infants participating.

Total % of infants non participating.

Total % of infants.

Total (count) of children participating.

Total (count) of children non participating.

Total (count) of children.

Total % of children participating.

Total % of children non participating.

Total % of children.

Total (count) of other participating.

Total (count) of other non participating.

Total (count) of other.

Total % of other participating.

Total % of other non participating.

Total % of other.

Total (count) of women, infants, children and other participating.

Total (count) of women, infants, children and other non participating.

Total (count) of women, infants, children and other.

Total (count) of Breastfed no pkg participating.

Total (count) of number of participants who did not cash FI's participating.

Total (count) of number of enrolled bi-monthly.

Total percent of enrolled.

**Background Processes:** None

[CO 32]

**Section 3 - 6.1.7.3** CSF Monthly Participation by Category and Ethnicity Group Report Initiation Window

## Screen Not Available. Functionality Deferred.

**Figure 118** - CSF Monthly Participation by Category and Ethnicity Group Report Initiation Window

### Fields

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - If specified, this field limits the report to participants that were issued a Food Package and belong to this local agency. This field is required.

**Clinic** - If specified, this field limits the report to participants that were issued a Food Package and belong to this clinic. This field is optional.

**Issuance Participation Month** - This field limits the report to participants that were issued a Food Package in that month. This field is required.

**FFY** - This field limits the report to participants that were issued a Food Package in this Federal Fiscal Year and Month. This field is required.

**Section 3 - 6.1.7.4 CSF Monthly Participation by Category and Ethnicity Group Report****Error! Not a valid link.****Figure 119 - CSF Monthly Participation by Category and Ethnicity Group Report****Calculations:****PCT - (COUNT(Ethnic Group)) / (COUNT(Participants))***Monthly participation for women white enrolled participating.**Monthly participation for women white enrolled non participating.**Monthly participation for children white enrolled participating.**Monthly participation for elderly white enrolled participating.**Monthly participation for children white enrolled non participating.**Monthly participation for elderly white enrolled non participating.**Monthly participation for Unknown, white enrolled participating.**Monthly participation for Unknown, white enrolled non participating.**Total - women + children + elderly + unknown white enrolled participating.**Total - women + children + elderly + unknown white enrolled non participating.**Monthly participation for women black enrolled participating.**Monthly participation for women black enrolled non participating.**Monthly participation for children black enrolled participating.**Monthly participation for elderly black enrolled participating.**Monthly participation for children black enrolled non participating.**Monthly participation for elderly black enrolled non participating.**Monthly participation for Unknown, black enrolled participating.**Monthly participation for Unknown, black enrolled non participating.**Total - women + children + elderly + unknown black enrolled participating.**Total - women + children + elderly + unknown black enrolled non participating.**Monthly participation for women Hispanic enrolled participating.**Monthly participation for women Hispanic enrolled non participating.**Monthly participation for children Hispanic enrolled participating.**Monthly participation for elderly Hispanic enrolled participating.**Monthly participation for children Hispanic enrolled non participating.**Monthly participation for elderly Hispanic enrolled non participating.**Monthly participation for Unknown, Hispanic enrolled participating.**Monthly participation for Unknown, Hispanic enrolled non participating.**Total - women + children + elderly + unknown Hispanic enrolled participating.**Total - women + children + elderly + unknown Hispanic enrolled non participating.**Monthly participation for women Native Amer enrolled participating.**Monthly participation for women Native Amer enrolled non participating.**Monthly participation for children Native Amer enrolled participating.**Monthly participation for elderly Native Amer enrolled participating.**Monthly participation for children Native Amer enrolled non participating.**Monthly participation for elderly Native Amer enrolled non participating.**Monthly participation for Unknown, Native Amer enrolled participating.**Monthly participation for Unknown, Native Amer enrolled non participating.**Total - women + children + elderly + unknown Native Amer enrolled participating.**Total - women + children + elderly + unknown Native Amer enrolled non participating.**Monthly participation for women Asian enrolled participating.**Monthly participation for women Asian enrolled non participating.**Monthly participation for children Asian enrolled participating.*

*Monthly participation for elderly Asian enrolled participating.*  
*Monthly participation for children Asian enrolled non participating.*  
*Monthly participation for elderly Asian enrolled non participating.*  
*Monthly participation for Unknown, Asian enrolled participating.*  
*Monthly participation for Unknown, Asian enrolled non participating.*  
*Total - women + children + elderly + unknown Asian enrolled participating.*  
*Total - women + children + elderly + unknown Asian enrolled non participating.*  
*Monthly participation for women Race Unknown enrolled participating.*  
*Monthly participation for women Race Unknown enrolled non participating.*  
*Monthly participation for children Race Unknown enrolled participating.*  
*Monthly participation for elderly Race Unknown enrolled participating.*  
*Monthly participation for children Race Unknown enrolled non participating.*  
*Monthly participation for elderly Race Unknown enrolled non participating.*  
*Monthly participation for Unknown, Race Unknown enrolled participating.*  
*Monthly participation for Unknown, Race Unknown enrolled non participating.*  
*Total - women + children + elderly + unknown Race Unknown enrolled participating.*  
*Total - women + children + elderly + unknown Race Unknown enrolled non participating.*

*Monthly participation for women, priority II.*  
*Monthly participation for elderly, priority II.*  
*Monthly participation for children, priority II.*  
*Monthly participation for postpartum women, priority III.*  
*Monthly participation for children, priority III.*  
*Monthly participation for pregnant women, priority IV.*  
*Monthly participation for postpartum women, priority IV.*  
*Monthly participation for infants, priority IV.*  
*Monthly participation for children priority IV.*  
*Monthly participation for postpartum women, priority V.*  
*Monthly participation for children, priority V.*  
*Monthly participation for women, priority Unknown.*  
*Monthly participation for elderly, priority Unknown.*  
*Monthly participation for children, priority Unknown.*

*Total of average of priority I*  
*Total of average of priority II*  
*Total of average of priority III*  
*Total of average of priority IV*  
*Total of average of priority V*  
*Total of average of unknown*  
*Total (sum) of averages*

*Total of averages for all priorities for women enrolled.*  
*Total of averages for all priorities for women participating.*  
*Total of averages for all priorities for women non participating.*  
*Total of averages for all priorities for elderly enrolled.*  
*Total of averages for all priorities for elderly participating.*  
*Total of averages for all priorities for elderly non participating.*  
*Total of averages for all priorities for children enrolled.*  
*Total of averages for all priorities for children participating.*  
*Total of averages for all priorities for children non participating.*

*Total for all women enrolled.*

*Total for all women participating.*  
*Total for all women non participating.*  
*Total for all children enrolled.*  
*Total for all children participating.*  
*Total for all children non participating.*  
*Total for all elderly enrolled.*  
*Total for all elderly participating.*  
*Total for all elderly non participating.*  
*Total for all women, children and elderly enrolled.*  
*Total for all women, children and elderly participating.*  
*Total for all women, children and elderly non participating.*

***Background Processes:*** *None*

***[End CO 32]***

## Financial Management

**Section 3 - 6.1.8** : Participants to Staff

**Priority:** Required

**Window:** Participants to Staff Ratio Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.1

**Narrative:**

This report provides the ratio of assigned staff member versus the issuance participation at a clinic level.

**Sort Criteria (Major to Minor):** O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

**Data Current As Of:** Parameters

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.1.8.1** Participants to Staff Ratio Report Initiation Window

FR\_STAFF\_PART\_RATIO: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: PARTICIPANT TO STAFF RATIO

Output Device: PREVIEW

Filename:

Number of Copies: 1

Issuance Participation Dates (MM/YYYY)

From: Thru:

**Figure 120** - Participants to Staff Ratio Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issuance Participation Dates From** - The user may designate the date that the report is to be queried starting on. This field is required.

**Thru** - The user may designate the date that the report is to be queried ending on. This field is required.

**Section 3 - 6.1.8.2** Participants to Staff Ratio Report

**Error! Not a valid link.**

**Figure 121** - Participants to Staff Ratio Report



**Calculations:**

**Average Participation Total** -  $\text{AVG}(\text{Participants})$  **Professional Total** -  $\text{COUNT}(\text{Professionals})$

**Professional Ratio** -  $\text{COUNT}(\text{Participants}) / \text{COUNT}(\text{Professionals})$

**Nutrition Assistant Total** -  $\text{COUNT}(\text{Technical})$

**Nutrition Assistant Ratio** -  $\text{COUNT}(\text{Participants}) / \text{COUNT}(\text{Technical})$

**Paraprofessional Total** -  $\text{COUNT}(\text{Paraprofessional})$

**Paraprofessional Ratio** -  $\text{COUNT}(\text{Participants}) / \text{COUNT}(\text{Paraprofessional})$

**Clerical Total** -  $\text{COUNT}(\text{Clerks})$

**Clerical Ratio** -  $\text{COUNT}(\text{Participants}) / \text{COUNT}(\text{Clerks})$  **Managerial Total** -  $\text{COUNT}(\text{Managerial})$

**Managerial Ratio** -  $\text{COUNT}(\text{Participants}) / \text{COUNT}(\text{Managerial})$

**Totals Total** - Sum of each row -  $\text{SUM}(\text{Workers})$

**Totals Ratio** -  $\text{SUM}(\text{Participants}) / \text{COUNT}(\text{Workers})$

**Total LA** - SUM all columns

**Background Processes:** The report column headings are populated from the title categories base table in the Operations Management Staff Data Module. See Operations Management Staff Data base table section for further details.

## Financial Management

**Section 3 - 6.1.9** : Wait List

**Priority:** Required

**Window:** WIC Wait List Report, *[CO 33] CSF Wait List Report [End CO 33]*

**Report:** Yes

**FSRD reference:** FM 8.1

**Narrative:**

Lists applicants who have applied for admission to the program but were wait listed due to financial constraints. Information is displayed to assist in determining who best to contact in the event positions in the program become available.

**Sort Criteria (Major to Minor):**

*Wait List*

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)  
C\_CERTIFICATION.STATUS (ASC)  
C\_CERTIFICATION.PRIORITY (ASC)  
C\_CLIENT.APPLICATION\_DATE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.1.9.1 WIC Wait List Initiation Window

FR\_WAIT\_LIST: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: WAIT LIST

Output Device: PREVIEW

Filename:

Number of Copies: 1

**Figure 122** - Wait List Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Section 3 - 6.1.9.2** WIC Wait List Information Report

**Error! Not a valid link.**

**Figure 123** - WIC Wait List Information Report

**Calculations:**

None

**Background Processes:** None

[CO 33]

**Section 3 - 6.1.9.3** CSF Wait List Report Initiation Window

## **Screen Not Available. Functionality Deferred.**

**Figure 124** - CSF Wait List Report Initiation Window

### *Fields*

**Output Device** - *The user may select (from a drop down list) display (window), file, or printer. This field is optional.*

**Filename** - *If file is selected (above), the directory and filename are entered. This field is optional.*

**Number of Copies** - *If printer is selected (above), the number of copies desired is entered. This field is optional.*

**Section 3 - 6.1.9.4 CSF Wait List Information Report**

**Error! Not a valid link.**

**Figure 125** - CSF Wait List Information Report

*Calculations:*

*None*

*Background Processes: None*

*[End CO 33]*

## Financial Management

### Section 3 - 6.1.10 : Wait List by Category/Priority

**Priority:** Required

**Window:** WIC Wait List by Category/Priority Report Initiation Window, *[CO 33] CSF Wait List by Category/Priority Report Initiation Window [End CO 33]*

**Report:** Yes

**FSRD reference:** EP 4.1, FM 8.1

**Narrative:**

Lists the number of applicants who have applied for admission to the program but were wait listed due to financial constraints. The report is by category and priority. Totals are by clinic, local agency and state.

**Sort Criteria (Major to Minor):**

*Wait List by Category/Priority*

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.1.10.1 WIC Wait List By Category/Priority Initiation Window**

FR\_WAITLIST\_CAT\_PR: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: WAIT LIST BY CATEGORY/PRIORITY

Output Device: PREVIEW

Filename:

Number of Copies: 1

**Figure 126** - WIC Wait List by Category/Priority Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**From Date** - Designates the date that the report is to be queried starting on. This field is required.

**Thru** - Designates the date that the report is to be queried ending on. This field is required.



**Section 3 - 6.1.10.2** WIC Wait List By Category/Priority Report

Error! Not a valid link.

**Figure 127** - WIC Wait List by Category/Priority Report

**Calculations:**

**Priority** - COUNT(Participants)

**Clinic Total** - Sum of Column - TOTAL(Categories)

**LA Total** - Sum of Column - TOTAL(Categories)

**State Total** - Sum of Column - TOTAL(Categories)

**Totals** - Sum of Row - TOTAL(Priorities)

**Background Processes:** None

[CO 33]

**Section 3 - 6.1.10.3** CSF Wait List By Category/Priority Initiation Window

## Screen Not Available. Functionality Deferred.

**Figure 128** - CSF Wait List by Category/Priority Report Initiation Window

*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**From Date** - Designates the date that the report is to be queried starting on. This field is required.

**Thru** - Designates the date that the report is to be queried ending on. This field is required.

**Section 3 - 6.1.10.4** CSF Wait List by Category/Priority Report

**Error! Not a valid link.**

**Figure 129** - CSF Wait List by Category/Priority Report

*Calculations:*

*Priority* - COUNT(Participants)

*Totals* - Sum of Row - TOTAL(Priorities)

*Clinic Total* - Sum of Column - TOTAL(Categories)

*LA Total* - Sum of Column - TOTAL(Categories)

*State Total* - Sum of Column - TOTAL(Categories)

*Background Processes:* None

*[End CO 33]*

## Financial Management

### Section 3 - 6.2 : Financial Management Reports

#### Section 3 - 6.2.1 : Income Eligibility Report

**Priority:** Required

**Window:** WIC Income Eligibility Report Initiation Window, *[CO 32] CSF Income Eligibility Report Initiation Window [End CO 32]*

**Report:** Yes

**FSRD reference:** FM 8.1

**Narrative:**

This report provides information on the number of enrollees with income eligibility reported at selected levels of the current income poverty guidelines for WIC and CSF.

**Sort Criteria (Major to Minor):**

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

C\_INCOME\_INTERVAL.ID (ASC)

C\_INCOME\_TYPE.ID (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.2.1.1 WIC Income Eligibility Report Initiation Window

FR\_WIC\_INCOME\_ELIG: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: WIC INCOME ELIGIBILITY

Output Device: PREVIEW

Filename:

Number of Copies: 1

**Figure 130** - WIC Income Eligibility Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Section 3 - 6.2.1.2 WIC Income Eligibility Report**

**Error! Not a valid link.**

**Figure 131 - WIC Income Eligibility Report**

*[CO 32]*

**Section 3 - 6.2.1.3 CSF Income Eligibility Report Initiation Window****Screen Not Available. Functionality Deferred.****Figure 132** - CSF Income Eligibility Report Initiation Window*Fields*

**Output Device** - *The user may select (from a drop down list) display (window), file, or printer. This field is optional.*

**Filename** - *If file is selected (above), the directory and filename are entered. This field is optional.*

**Number of Copies** - *If printer is selected (above), the number of copies desired is entered. This field is optional.*

**Section 3 - 6.2.1.4 CSF Income Eligibility Report**

**Error! Not a valid link.**

**Figure 133** - CSF Income Eligibility Report

*Calculations:*

*Poverty Levels - Count(Participants by Category and poverty level)*

*Count - COUNT(Participants)*

***Background Processes:** The column headings for the report are derived from the poverty levels base table. See maintain poverty level base table for more information.*

*[End CO 32]*



## Financial Management

**Section 3 - 6.2.2** : FI's Issued

**Priority:** Required

**Window:** FI's Issued Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.2, FPR 6.2

**Narrative:**

This Window provides a listing of FI's issued including: FI Serial Number, Participant ID, Name, Issue Date, Vendor, Item, Description, Quantity of item, units per measure and container.

**Sort Criteria (Major to Minor):** FI Serial Number (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.2.2.1 ' FI's Issued Report Initiation Window**

Arizona Department of Health  
WIC System  
Report: FOOD INSTRUMENT ISSUANCE

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

(Press Next for page two.)

Selection Parameters

Date Criterion: ISSUE DATE  
Dates From:  Thru:

Choose specific Disposition? NO  
Disposition: ISSUED, NOT CASHED  
Report Type: CLINIC  
Agency: 08 - MOHAVE COUNTY DEPT OF HEALTH AND SOCIAL SVCS  
Clinic: 08/01 - KINGMAN WIC

**Figure 134** - FI Issuance Report Initiation Window*Screen 1 Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

*Screen 2 Fields*

**Date Criterion** – Values are: Issue Date, Manual Void or System Void Date. Allows user to select which type of report to produce.

**Dates From Thru** - The starting date the system will use to filter out data. Only FI's issued within the from date and through date inclusive will be included on the report. This field is required.

**Choose Specific Disposition?** – Values are a Yes or No. If Yes is chosen then the user must choose the disposition following this field. If no is chosen then the report will pick up all dispositions.

**Disposition** – Displays the choices of dispositions for selection.

**Report Type** -

**Section 3 - 6.2.2.2** FI's Issued Report

**Error! Not a valid link.**

**Figure 135** - FI's Issued Report

**Calculations:** None

**Background Processes:** None

## Financial Management

**Section 3 - 6.2.3** : Food Instruments Paid

**Priority:** Requested

**Window:** Food Instruments Paid

**Report:** Yes

**FSRD Reference:** FM 8.2, FPR6.2

**Narrative:**

This report is run to produce a report of all food instruments paid. A Start date and End date are required for processing. It reports the FI Types, along with the counts of those types that were paid during the designated time period.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Food Instruments

**Section 3 - 6.2.3.1 : Food Instruments Paid Criteria**

IR\_FOOD\_INSTR\_PAID: Runtime Parameter Form

File Edit View Help

Arizona Department of Health  
WIC System  
Report: FOOD INSTRUMENTS PAID

Output Device:

Filename:

Number of Copies:

FIs Paid From:  Thru:

**Figure 136 - Food Instruments Paid Criteria***Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer.

**Filename** - If file is selected (above), the directory and filename are entered.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered.

**FI's Created From/Thru:** The date range that the report will query data from.

*Push Button(s)*

**Previous** - Clicking on this button allows the user to see the previous parameter form page.

**Next** - Clicking on this button allows the user to see the next parameter form page.

**Run Report** - Clicking on this button allows the user to run the report.

**Cancel** - Clicking on this button cancels the report execution / viewing.

**Section 3 - 6.2.3.2 : Food Instruments Paid**

**Error! Not a valid link.**

**Figure 137 - Food Instruments Paid**

**Sort Criteria (Major to Minor):**

Food Instrument Issue Date (ASC)

*Calculations*

**FIs Redeemed (Totals)** - SUM(FIs Redeemed)

**Redemption Amount (Totals)** - SUM(Redemption Amount)

**Sub-Totals** - Column Totals for the Normal and Missing Issuance breakouts

**Totals** - SUM(Sub-Totals)

*Background Processes*

None

## Financial Management

**Section 3 - 6.2.4** : Cashflow Analysis

**Priority:** Required

**Window:** Cashflow Analysis Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.2

**Narrative:**

This Window provides an analysis of the expenditures, obligations and funding of the local agencies.

**Sort Criteria (Major to Minor):** F\_BUDGET.FFY\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 6.2.4.1 Cashflow Analysis Initiation Window

Arizona Department of Health

WIC System

Report: CASHFLOW ANALYSIS

Output Device: PREVIEW

Filename:

Number of Copies: 1

FFY:

**Figure 136** - Cashflow Analysis Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FFY** - The user may limit the Cashflow analysis report to one Federal Fiscal Year. This field is required.

**Section 3 - 6.2.4.2** Cashflow Analysis

**Error! Not a valid link.**

**Figure 137** - Cash Flow Analysis

**Calculations:**

**Food Fund Use YTD** - Sum (Food Fund Use)

**Balance Pre-Rebate** - (WIC Funds) - (Obligations and Expenditures)

**Balance Net of Rebate** - Sum (Rebate)

**Rebate YTD** - Sum (Rebate Income)

**Conversion Allowance** - (Count Participants) \* Sum (Money to Convert) / Count (Qualified Participants)

**YTD Balance** - (Balance Pre-Rebate) - (Obligations & Expenditures) + (Rebate YTD)

**Background Processes:** None

## Financial Management

**Section 3 - 6.2.5** : Food Funds

**Priority:** Required

**Window:** Food Funds Initiation Window

**Report:** Yes

**FSRD reference:** FM 4.2.3, FM 8.2

**Narrative:**

This Window produces a report detailing the current cash position of the WIC program, summarizing current year information, utilizing the processes described in the Cashflow spreadsheet.

**Sort Criteria (Major to Minor):**

I\_FOOD\_INSTRUMENT.ISSUE\_DATE (ASC)

C\_CATEGORY.CATEGORY\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.2.5.1 Food Funds Report Initiation Window

FR\_FOOD\_FUNDS: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: FOOD FUNDS

Output Device: Preview

Filename:

Number of Copies: 1

FFY:

**Figure 138** - Food Funds Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FFY** - The user may limit the Food Funds report to one Federal Fiscal Year. This field is required.

**Section 3 - 6.2.5.2** Food Funds Report

**Error! Not a valid link.**

**Figure 139** - Food Funds Report

**Calculations:**

**Rebates Est/Inv/Received** - Count(Rebates Invoiced)

**Other Receipts/Recoveries** - Count(Other Receipts) + Count(Recoveries)

**Total Food Funds Available** - Sum(Food Grant + Rebates + Other Receipts + Recoveries + Spending Options + Conversion Amounts)

**Cumulative YTD Obligations & Outlays** - SUM(aggregated monthly obligations and outlays)

**Monthly Food Funds Available** - SUM(monthly food funds)

**Difference** - (monthly food funds) - (Gross monthly Obligations)

**Actual PCT** - (Gross monthly Obligations) divided by (monthly food funds)

**Background Processes:** None

## Financial Management

**Section 3 - 6.2.6** : Food Instrument Usage

**Priority:** Required

**Window:** Food Instrument Usage Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.2, FPR 6.2

**Narrative:**

This Window produces a report listing the number of food instruments with each type of disposition by local and State agency with a date range entered by the user on the parameter screen. Each voided disposition will be listed separately with a total for all voided types.

**Sort Criteria (Major to Minor):**

I\_FOOD\_INSTRUMENT. IDIS\_DISPOSITION\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 6.2.6.1 Food Instrument Usage Initiation Window

Arizona Department of Health  
WIC System  
Report: FOOD INSTRUMENT USAGE

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Reporting Level: Summary  
Issue Dates From:  Thru:

**Figure 140** - Food Instrument Usage Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Reporting Level** - This report can be produced with detail and summary information or summary information only. This field is required.

**Issue Date From** - The user may designate the date that the report is to be queried starting on. This field is required.

**Thru** - The user may designate the date that the report is to be queried ending on. This field is required.

**Section 3 - 6.2.6.2** Food Instrument Usage Report, Detail and Summary

**Error! Not a valid link.**

**Figure 141** - Food Instrument Usage Report, Detail and Summary

**Section 3 - 6.2.6.3** Food Instrument Usage Report, Summary

**Error! Not a valid link.**

**Figure 142** - Food Instrument Usage Report, Summary

**Calculations:****Count** - Count(FI Disposition)**Printed** - Count(FI's)**Printed, Not Issued** - Count(FI's not issued)**Issued** - Count(FI's issued)**Voided** - Count(FI's voided)**Rejected** - Count(FI's rejected)**Redeemed** - Count(FI's redeemed)**Outstanding** - Issued - (Voided + Rejected + Redeemed)**Background Processes:** None

## Financial Management

**Section 3 - 6.2.7** : Food Obligations and Outlays

**Priority:** Required

**Window:** Food Obligations and Outlays Initiation Window

**Report:** Yes

**FSRD reference:** FM 4.2.1, FM 4.2.2, FM 8.2, FPR 6.2

**Narrative:**

This Window produces a report summarizing the food obligations and outlays, including issue period, category, and FI's.

**Sort Criteria (Major to Minor):** F\_OBLIGATIONS.FBU\_FFY\_MONTH (ASC)  
C\_CATEGORY.ID (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.2.7.1 Food Obligations and Outlays Report Initiation Window

Arizona Department of Health

WIC System

Report: FOOD OBLIGATIONS AND OUTLAYS

Output Device:

Filename:

Number of Copies:

Issue Months From:  Thru:

**Figure 143** - Food Obligations and Outlays Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is required.

**File Name** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is required.

**Issue Months From** - The user may designate the month that the report is to be queried starting on. This field is required.

**Thru** - The user may designate the month that the report is to be queried ending on. This field is required.

**Section 3 - 6.2.7.2** Food Obligations and Outlays Report

**Error! Not a valid link.**

**Figure 144** - Food Obligations and Outlays Report

**Calculations:***Obligations***Outstanding FI's** - Sum(FI's where status = outstanding, by category)**Avg. Pre-Rebate FP Cost** - AVG(FI Cost)**Avg Post-Rebate FP Cost** - AVG((FI Cost) - (Rebate))**Gross Obligations** - (Outstanding FI's) times (AVG(FI Cost))**Net Obligations** - (Gross Obligations) - (Estimated Rebate)**Total Obligations** - SUM(Obligations)*Outlays***Redeemed FI's** - Sum(FI's where status = redeemed, by category)**Avg. Pre-Rebate FP Cost** - AVG(FI Cost)**Gross Outlays** - (Redeemed FI's) times (AVG(FI Cost))**Rebates Est / Inv / Received** - (Estimated Rebates) / (Invoices)**Avg Post-Rebate FP Cost** - AVG((FI Cost) - (Rebate))**Net Outlays** - (Gross Outlays) - (Estimated Rebate)**Total Outlays** - SUM(Outlays)*Summary***Obligations & Red FI's** - (Gross Obligations) + (FI's redeemed)**Obligations and Outlays** - ((Gross Outlays) + (Gross Obligations))**Rebates Est / Inv / Received** - (Estimated Rebates) / (Invoices)**Net Obligations and Outlays** - ((Gross Outlays) + (Gross Obligations)) - (Estimated Rebate)**Background Processes:** None



## Financial Management

**Section 3 - 6.2.8** : Monthly Expenditures and Obligations (AZW 380)

**Priority:** Required

**Window:** Monthly Expenditures and Obligations Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.2(New)

**Narrative:**

This Window produces a report summarizing the monthly expenditures and obligations for state, local agency and clinic by issue month. There are five issue month categories; the report month (the Month Ending date), the two months prior to the report month (the third month listed is the Closeout month which is also indicated in the report heading), next month (the Prod. date), and the Other category. FI's that do not have issuance information at the time the report is run will be reconciled to the Other category. This report does not include data on rejected FI's.

The State uses this report to monitor agency and statewide FI activity, including food dollar redemption activity and void posting activity, and to complete fiscal reporting requirements to the USDA.

**Sort Criteria (Major to Minor):**

F\_OBLIGATIONS.FBU\_FFY\_MONTH

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.2.8.1 Obligations and Expenditures Report Initiation Window

Arizona Department of Health  
WIC System  
Report: OBLIGATIONS AND EXPENDITURES

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Issue Month/Year From:  Thru:

**Figure 145** - Obligations and Expenditures Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issue Month/Year From** - The user may designate the date that the report is to be queried starting on. This field is required.

**Thru** - The user may designate the date that the report is to be queried ending on. This field is required.

**Section 3 - 6.2.8.2 Monthly Obligations and Expenditures Report**

Report Date: MM/DD/YYYY

Page ZZZ9

Report #:

**Arizona WIC Program**  
**Monthly Obligations and Expenditures**

Local Agency - ZZ		Clinic - XXX		Local Agency Name - XXXX XXXXXXX XXX XXXX XXXX								
Issue Month	FI's Created	Amount Obligated	Voids Posted	Stop Pays	Cum Voide d	Net Issued	FI's Cashe d	Amount Cashed	Cum FI's Cash ed	Cum Amount Cashed	----- Outstanding ----- FI's Obligations	
MM/YYYY	ZZZ.ZZZ	ZZZZ.ZZZ. ZZ	ZZZZZ	Z	ZZ.ZZ Z	ZZZZZ Z	ZZZ.Z ZZ	Z.ZZZ.ZZZ.Z Z	ZZZ ZZZ	Z.ZZZ.ZZZ.ZZZ ZZ	ZZZ.ZZZ	Z.ZZZ.ZZZZZ
MM/YYYY	ZZZ.ZZZ	ZZZZ.ZZZ. ZZ	ZZZZZ	Z	ZZ.ZZ Z	ZZZZZ Z	ZZZ.Z ZZ	Z.ZZZ.ZZZ.Z Z	ZZZ ZZZ	Z.ZZZ.ZZZ.ZZZ ZZ	ZZZ.ZZZ	Z.ZZZ.ZZZZZ
MM/YYYY	ZZZ.ZZZ	ZZZZ.ZZZ. ZZ	ZZZ	Z	Z.ZZZ	ZZZZZ Z	ZZZ	Z.ZZZ.ZZZ.Z Z	ZZZ ZZZ	Z.ZZZ.ZZZ.ZZZ ZZ	ZZ.ZZZ	Z.ZZZ.ZZZZZ
Other	ZZZ.ZZZ	ZZZZ.ZZZ. ZZ	ZZZ	Z	Z.ZZZ	ZZZZZ Z	ZZZ	Z.ZZZ.ZZZ.Z Z	ZZZ ZZZ	Z.ZZZ.ZZZ.ZZZ ZZ	ZZ.ZZZ	Z.ZZZ.ZZZZZ
Total	Z.ZZZ.ZZ Z	ZZ.ZZZ.ZZ ZZZ	ZZZZZZ	Z	ZZZ.Z ZZ	Z.ZZZ.Z ZZ	ZZZ.Z ZZ	ZZZZ.ZZZ.ZZ ZZZ	ZZZ ZZZ	ZZZZ.ZZZ.ZZ ZZZ	ZZZ.ZZZ	ZZ.ZZZ.ZZZZZ
Uncashed Percentage for Closeout Month of June						Z.ZZ						
Total Compliance FI's					ZZ for a total amount of		Z,ZZZ.ZZ					
Total FI's Cashed					ZZZ.ZZ for a Total Amount of		Z,ZZZ.ZZZZZ					
Grand Total					ZZZ.ZZZ		Z,ZZZ.ZZZZZ					

**Figure 146 - Monthly Obligations and Expenditures Report**

**Calculations:**

**FI's Created** - The total number of FI's issued in the issue month specified.

**Amount Obligated** - Each FI issued has an obligation amount that is calculated as an average of the 10 Vendor class averages from the FI type (AZW305) report. The obligation amounts for all FI's issued are totaled.

**Voids Posted** - The FI has a void redemption status and a paid date in the report month (the month ending date). If the FI does not have a paid date in the report month, it is not added to Voids Posted, it is added to the Cum Voided total. All Voids Posted are also added to the Cum Voided total.

**Stop Pays** - A count of all FI's that have been flagged as Stop Payments. All Stop Pays are also added to the cumulative Voided total.

**Cum Voided** - A total number of all FI's with a void redemption status processed for that issue month. This includes all Voids Posted, Stop Pays, and voids that were processed in a prior month (void date not in the report month).

**Net Issued** - The number of FI's Created minus the number of Cum Voided.

**FI's Cashed** - The number of FI's with a cashed redemption status and a paid date in the report month. If the FI does not have a paid date in the report month, it is not added to FI's Cashed, it is added to the Cumulative FI Cashed.

**Amount Cashed** - The total dollar amount of FI's with a cashed redemption status and a paid date in the report month. This is the dollar amount of FI's Cashed column.

**Cum FI's Cashed** - The number of FI's with a cashed redemption status processed for that issue month. This includes the total from FI's Cashed and all cashed FI's that paid in prior months.

**Cum Amount Cashed** - The total dollar amount of FI's with a cashed redemption status. This is the dollar amount of the Cum FI Cashed column.

**Outstanding FI's** - Net Issued total minus the Cum FI's Cashed total.

**Outstanding Obligations** - This amount is calculated for each FI by FI type and accumulated in this field. The number of Outstanding FI's for a FI type multiplied by the average redemption rate for that FI type.

*Totals at the bottom of the report are:*

**Uncashed Percentage For Closeout Month** - The number of Outstanding FI's from the closeout month total line divided by the number of Net Issued from the closeout month total line.

**State Total page only:**

The total number and dollar amount of Compliance Buy FI's are printed and the total number and dollar amount of FI's Cashed are brought forward to calculate a grand total for balancing to the bank statement.

**Background Processes:** None

## Financial Management

**Section 3 - 6.2.9** : Purge Reject Report (AZW 389)

**Priority:** Required

**Window:** Purge Reject Report Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.2(New), FPR 1.9

**Narrative:**

The Purge Reject Report lists all FI's in a rejected status that will be purged at the end of the month. This report is helpful in recovering administrative funds resulting from prepayment edits on redeemed FI's.

The purge criteria is:

Automated FI's -

1. When issue and process date is three months old
2. If no process date, when issue date is three months old the FI is stale dated

Voids -

1. Void date is updated as the process date; purges when process date is three months old

*Reject reasons include:*

Missing Vendor Number (No Stamp)

Unreadable Vendor Number

Unauthorized Vendor

Invalid date - stale (cashed more than 65 days past issue date)

Invalid date - before issue (cashed before issue date)

Missing Signature

Missing Countersignature

Mismatched Signatures

Altered

Unreasonable Dollar Amount

Void Do Not Redeposit

**Sort Criteria (Major to Minor):**

FI Number

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.2.9.1 Purge Reject Report Initiation Window

FR\_WIC\_PURGED\_REJ: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: Purge Reject Report

Output Device: PREVIEW

Filename:

Number Of Copies: 1

Issue Month/Year From: Thru:

**Figure 147** - Purge Reject Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issue Month/Year From** - The user may designate the beginning date to retrieve FI's with a rejected status. This field is required.

**Thru** - The user may designate the ending date to retrieve FI's with a rejected status. This field is required.

**Section 3 - 6.2.9.2 WIC Purged Reject Report**

Error! Not a valid link.

**Figure 148** - WIC Purged Reject Report

**Calculations:**

Totals: State total of quantity and dollar amount of rejected FI's per reason code and a grand total.

**Background Processes:**

In a given report month the Purge Reject Report may be adjusted for the replacement FI's issued for the process month according to the following schedule:

August Process Date	- October EOM	- Run in November
September Process Date	- November EOM	- Run in December
October Process Date	- December EOM	- Run in January
November Process Date	- January EOM	- Run in February
December Process Date	- February EOM	- Run in March
January Process Date	- March EOM	- Run in April
February Process Date	- April EOM	- Run in May
March Process Date	- May EOM	- Run in June
April Process Date	- June EOM	- Run in July
May Process Date	- July EOM	- Run in August
June Process Date	- August EOM	- Run in September
July Process Date	- September EOM	- Run in October

## Financial Management

### Section 3 - 6.3 : Quality Assurance Reports

#### Section 3 - 6.3.1 : [CO 114] Failed FI's Report

**Priority:** Required

**Window:** Failed FI's Report criteria

**Report:** Yes

**FSRD Reference:** Change Order 114

**Narrative:**

This report produces a listing of Food Instruments that have failed to be updated in the I\_FOOD\_INSTRUMENTS table for four consecutive business days. The Report lists the Serial Number, Organizational Unit, Client ID, Food Package ID, Disposition, FI Type, Date Created, Category, Priority, Issue Month, First Date to Use, Void Date, and Modified Date

**Sort Criteria (Major to Minor):**  
Serial Number

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



FR\_FAILED\_FIS: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: FAILED FI'S REPORT

Output Device: PREVIEW

Filename:

Number of Copies: 1

**Figure 149 - Failed FI's Report Initiation Window**

#### *Fields*

**Output Device** - The user may select (from a drop down list) screen, file, printer, mail, or preview.

**Filename** - If file is selected (above), the directory and filename are entered.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered.

### Section 3 - 6.3.1.1 Failed FI's Report

**Report Name:** fr\_failed\_fis

# Arizona WIC Program

**Report No:**

Report Date : MM/DD/YYYY

## Failed FI'S REPORT

Page: xxx

Local Agency: XXXXXXXXXXXXX

Clinic: XXXXXXXXXXXX

[illegible]

### Figure 150 - Failed FI's Report

**Calculations:**

None

### Background Processes:

None

## Section 3 - 6.3.2 : FI Redemption Rate by Unit Report

**Priority:** Required

**Window: FI Redemption Rate by Unit Report Initiation Window**

**Report:** Yes

**FSRD Reference:** FM 8.3

**Narrative:**

This Window produces a report summarizing Food Instrument redemption rates for user defined units in order to compare usage rates of Food Instruments among different groups of participants.

**Sort Criteria (Major to Minor):**

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

I\_FOOD\_INSTRUMENT\_TYPE.FI\_TYPE\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.3.2.1 FI Redemption Rate by Unit Report Initiation Window**

Arizona Department of Health  
WIC System  
Report: FI REDEMPTION RATE BY UNIT

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Issue Month: OCT Year:

**Figure 151** - FI Redemption Rate by Unit Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issue Month** - The user may designate the issue month the report is to be generated for. This field is required.

**Year** - The user may designate the year the report is to be generated for. This field is required.

**Section 3 - 6.3.2.2** FI Redemption Rate by Unit Report

**Error! Not a valid link.**

**Figure 152** - FI Redemption Rate by Unit Report

**Calculations:**

**Prior Months Redemption Rate** - (Redeemed) / (Issued)

**Current Months Redemption Rate** - (Redeemed) / (Issued)

**Totals by Category** - Sum of columns for a particular category

**Totals by Clinic** - Sum of columns that fall within the clinic

**Totals by Local Agency** - Sum of columns that fall within the local agency

**Totals by State** - Sum of columns that fall within the state

**Background Processes:** None

## Financial Management

**Section 3 - 6.3.3** : Formula Redemption Rate by Issue Month Report

**Priority:** Required

**Window:** Formula Redemption Rate by Issue Month Report Initiation Window

**Report:** Yes

**FSRD reference:** FM 4.2.5, FM 4.2.6, FM 4.2.9, FM 8.3

**Narrative:**

This Window produces a report summarizing Formula redemption rates by issue month in order to compare usage rates and rebate per can by issue month.

**Sort Criteria (Major to Minor):**

- O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)
- Redemption Month
- Formula Type
- Issue Month

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.3.3.1** Formula Redemption Rate by Issue Month Report Initiation Window

Arizona Department of Health  
WIC System  
Report: FORMULA REDEMPTION BY ISSUE MONTH

Output Device: PREVIEW  
Filename:   
Number Of Copies: 1

Local Agency: - ALL AGENCIES  
Redemption Month: January FFY:

**Figure 153** - Formula Redemption Rate by Issue Month Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - This field limits the report to FI's that were issued from this local agency. This field is required.

**Redemption Month** - This field limits the report to FI's that were redeemed in this month. This field is required.



**Section 3 - 6.3.3.2** Formula Redemption Rate by Issue Month Report

**Error! Not a valid link.**

**Figure 154** - Summary of Formula Redemption by Issue Month

**Calculations:**

**Total Cans -** Count (Redeemed for issue month)

**Rebate Amount -** Total Cans multiplied by Rebate per Can

**Totals:** Sums Total Cans for all Food Items and reported issue month, rebate amounts

**Background Processes:** None

## Financial Management

**Section 3 - 6.3.4** : Formula Type Issuance Report

**Priority:** Required

**Window:** Formula Type Issuance Report Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.3

**Narrative:**

This report provides information on a State wide basis regarding the issuance of different formula types (regular infant formulas and/or “special” infant formulas).

**Sort Criteria (Major to Minor):**

Local Agency

Clinic

Form Type

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.3.4.1 Formula Type Issuance Report Initiation Window

**Figure 155** - Formula Type Issuance Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**All** - The user may choose yes or no. If yes is selected the only other filtering fields that will be processed are issue month and year. No is the default value. This field is optional.

**Issue Month** - The user may designate the issue month the report is to be generated for. This field is required.

**Year** - The user may designate the year the report is to be generated for. This field is required.

**Formula Type** - By clicking on the list of values button, the user may select the formula type for restricting the report. This field is required.

**Local Agency** - By clicking on the list of values button, the user may select the ID number and name of the local agency that the food instruments originated from. This field is required.

**Clinic** - By clicking on the list of values button, the user may select the ID number and name of the clinic that the food instruments originated from. This field is required.

**Report Style** - The user may choose to print detail and summary level data or summary data only. This field is required.

**Section 3 - 6.3.4.2** Formula Usage Summary Report

**Error! Not a valid link.**

**Figure 156** - Formula Usage Summary Report

**Calculations:**

**Number of Cans Issued** - Count(Number of Cans Issued by Org Unit)

**% of Total Issue** - Number of Cans/Total Number of Cans per Org Unit

**Clinic Total** - Sum(Number of Cans Issued by Org Unit)

**Local Agency Total** - Sum(Number of Cans Issued by Org Unit)

**State Total** - Sum(Number of Cans Issued by Org Unit)

**Background Processes:** The formula type will be defined in a base table in Food Instruments.

**Section 3 - 6.3.4.3** Formula Type Issuance Summary Report

**Error! Not a valid link.**

**Figure 157** - Formula Type Issuance Summary Report

## Financial Management

**Section 3 - 6.3.5** : Formula Exception Usage Report

**Priority:** Required

**Window:** Formula Exception Usage Report Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.3

**Narrative:**

There are two reports that provide information on either a State wide basis or by clinic, local agency with state totals regarding the issuance of different formula types (regular infant formulas and/or “special” infant formulas) by month of issue.

**Sort Criteria (Major to Minor):**  
Month of Issue

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.3.5.1 Formula Exception Usage Initiation Window

**Figure 158** - Formula Exception Usage Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**All** - The user may choose yes or no. If yes is selected month and year are the only filtering fields processed. No is the default value. This field is optional.

**Issue Month** - The user may designate the issue month the report is to be generated for. This field is only required if the “ALL” field equals NO.

**Year** - The user may designate the year the report is to be generated for. This field is only required if the “ALL” field equals NO.

**Formula Type** - The formula type that the report is limited to, all formula types is one of the choices. This field is only required if the “ALL” field equals NO.

**Local Agency** - By clicking on the list of values button, the user may select the ID number and name of the local agency that the food instruments originated from. This field is only required if the “ALL” field equals NO.

**Clinic** - By clicking on the list of values button, the user may select the ID number and name of the clinic that the food instruments originated from. This field is only required if the “ALL” field equals NO.

**Report Style** - The user may choose to print detail and summary level data or summary data only. This field is only required if the “ALL” field equals NO.



**Section 3 - 6.3.5.2** Formula Exception Usage Report

**Error! Not a valid link.**

**Figure 159** - Formula Exception Usage Report

**Section 3 - 6.3.5.3** Formula Exception Usage Summary Report

**Error! Not a valid link.**

**Figure 160-** Formula Exception Usage Summary Report

**Calculations:**

**Participating infants** - COUNT(infants)

**Breast Fed infants** - COUNT(infants breast feeding pattern)

**Difference** - breast fed infants - participating infants

**Milk\_based** - count(formula type)

**ProSobee** - count(formula type)

**Lactofree** - count(formula type)

**Total** - Enfamil + ProSobee + Lactofree (rebate able formulas)

**% Rebate** - Total divided by participating infants

**Low Iron** - count(formula type)

**% Low Iron** - Low Iron divided by participating infants

**Non Rebate** - count(formula type)

**% Non Rebate** - Non Rebate divided by participating infants

**Special** - count(formula type)

**% Special** - Special divided by participating infants

**% Total Non Rebate** - % Low Iron + % Non Rebate + % Special

**Background Processes:** None

**Financial Managment****Section 3 - 6.3.6 : Formula Usage****Priority:** Required**Window:** Formula Usage Initiation Window**Report:** Yes**FSRD Reference:** EP 9.3, PP16.2**Narrative:**

This Window provides information on a statewide basis regarding the issuance of different formula types (regular infant formulas and / or “special” formulas). The report is used to monitor adherence to state policy regarding formula issuance, to detail expenditures for formula type, and / or to alert management of participants received certain formula types in the event of a formula recall.

**Sort Criteria (Major to Minor):**

CATEGORY ID (ASC)ORGANIZATIONAL UNIT CODE (ASC)

FOOD ID (ASC)

FOOD ID (ASC)LAST NAME (ASC)FIRST NAME (ASC)

FOOD ID (ASC)

**Data Current As Of:** Run Time**Frequency:** On Demand**Role(s):** Enrollment and Certification

### Section 3 - 6.3.6.1 : Formula Usage Criteria

Arizona Department of Health  
WIC System  
Report: FORMULA USAGE

Output Device:

Filename:

Number of Copies:

Issue Month:  Year:

Figure 161 - Formula Usage Criteria

#### Fields

**Output Device** - Clicking on this list of values button allows the user to select the output device that the report will be sent to. This field is optional, the default is display.

**Filename** - The user may enter the name of a file that the report is to be saved in here. This field is optional.

**Number of Copies** - The user may enter in the number of copies of this report to be generated. This field is optional, the default is one.

**Issue Month** - The month that the report will select records on. This field is required.

**Year** - The year that the report will select records on. This field is required.

#### Button(s)

**Previous** - Displays the previous page of the report being previewed.

**Next** - Displays the next page of the report being previewed.

**Run Report** - Clicking on this button allows the user to run the report.

**Cancel** - Clicking on this button allows the user to cancel the report.

**Section 3 - 6.3.6.2 : Formula Usage Report****Error! Not a valid link.****Figure 162 - Formula Usage Report***Calculations*

Participants - Count of participants by formula type and food package.

*Background Processes*

None

## Financial Management

**Section 3 - 6.3.7** : Partial Formula Redemptions

**Priority:** Required

**Window:** Partial Formula Redemptions Initiation Window

**Report:** Yes

**FSRD reference:** FM 9.5.4

**Narrative:**

This report identifies FI's that were redeemed for a quantity of formula that is possibly less than the issuance quantity. This report is used for auditing of rebate assessments.

**Sort Criteria (Major to Minor):**

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

I\_FOOD\_INSTRUMENT.SERIAL\_NUMBER (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.3.7.1 Partial Formula Redemptions Initiation Window

Arizona Department of Health  
WIC System  
Report: PARTIAL FORMULA REDEMPTIONS

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Local Agency: OFFICE OF NUTRITION SVCS, NUTRITION ASSISTANCE PR  
Redemption Dates From:  Thru:

**Figure 163** - Partial Formula Redemptions Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Local Agency** - By clicking on the list of values button, the user may select the ID number and name of the local agency that the food instruments originated from. This field is required.

**Redemption Dates From** - The user may designate the date that the report is to be queried starting on. This field is required.

**Thru** - The user may designate the date that the report is to be queried ending on. This field is required.



**Section 3 - 6.3.7.2 Partial Formula Redemption Report**

**Error! Not a valid link.**

**Figure 164** - Partial Formula Redemption Report

Calculations:

**Clinic Totals FI Count** - COUNT(Food Instruments) where  
O\_ORGANIZATIONAL\_UNIT.ORG\_CODE = Clinic

**Clinic Totals Redemption Amount** - COUNT(Redemption Amount) where  
O\_ORGANIZATIONAL\_UNIT.ORG\_CODE = Clinic

**Local Agency Totals FI Count** - COUNT(Food Instruments) where  
O\_ORGANIZATION\_UNIT.ORG\_CODE = Local Agency

**Local Agency Totals Redemption Amount** - COUNT(Redemption Amount) where  
O\_ORGANIZATION\_UNIT.ORG\_CODE = Local Agency

**Background Processes:** None

## Financial Management

**Section 3 - 6.3.8** : Sample FI Audit

**Priority:** Required

**Window:** Sample FI Audit Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.3

**Narrative:**

This report produces a list of information for each food instrument that is issued in order to provide an audit trail for the food instrument.

**Sort Criteria (Major to Minor):**

I\_FOOD\_INSTRUMENT. SERIAL\_NUMBER (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.3.8.1 Sample FI Audit Initiation Window, screen 1**

FR\_SAMPLE\_FI\_AUDIT: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: SAMPLE FI AUDIT

Output Device: PREVIEW

Filename:

Number of Copies: 1

FI Number From: Thru:

Number of FIs to be Selected:

(Press Next for page two.)

**Figure 165** - Sample FI Audit Report Initiation Window, screen 1*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**FI Number From** - The user may designate the starting number of the food instruments selected. This field is required.

**FI Number Thru** - The user may designate the ending number of the food instruments selected. This field is required.

**Number of FI's To Be Selected** - The number of food instruments that are to be retrieved. This field is required.

**Section 3 - 6.3.8.2 Sample FI Audit Report Initiation Window, Screen 2**

FR\_SAMPLE\_FI\_AUDIT: Runtime Parameter Form

File Edit View Help

Select By: AGENCY

Agency: 01 - APACHE COUNTY HEALTH DEPT

Client: 16070519006 - A-ONDEMAND, MOTHERR

Owner: 1 - ASDFKL

Vendor: 5 - ASDFASDF

**Figure 166** - Sample FI Audit Report Initiation Window, Screen 2

### *Fields*

**Select By** - Drop down window listing the four filtering fields on this screen, will process that filter only. This field is optional.

**Agency** - By clicking on the list of values button, the user may select the ID number and name of the local agency that the food instruments originated from. This field is optional.

**Participant** - By clicking on the list of values button, the user may select the ID number and name of the participant that the food instruments originated from. This field is optional.

**Owner** - By clicking on the list of values, the user may select the owner of the vendor that redeemed the food instruments. This field is optional.

**Vendor** - By clicking on the list of values button, the user may select the code and description of the vendor that the food instruments were redeemed from. This field is optional.

**Section 3 - 6.3.8.3** Sample FI Audit Report

**Error! Not a valid link.**

**Figure 167** - Sample FI Audit Report

**Calculations:** None

**Background Processes:** None

## Financial Management

**Section 3 - 6.3.9** : Missing Issuance

**Priority:** Required

**Window:** Missing Issuance Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.3, FPR 1.2

**Narrative:**

This Window produces information regarding food instruments which have been processed through the banking interface but have no corresponding issuance information.

**Sort Criteria (Major to Minor):**

O\_ORGANIZATIONAL\_UNIT.ORG\_CODE (ASC)

I\_FOOD\_INSTRUMENT.SERIAL\_NUMBER (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.3.9.1 Missing Issuance Initiation Window

Arizona Department of Health

WIC System

Report: MISSING ISSUANCE

Output Device: PREVIEW

Filename:

Number of Copies: 1

**Figure 168** - Missing Issuance Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Section 3 - 6.3.9.2 Missing Issuance Report**

**Error! Not a valid link.**

**Figure 169** - Missing Issuance Report

Calculations:

**FI Count** - COUNT(Food Instruments).

**Requested / Paid Amount** - SUM(Request/Paid Amount)

**Local Agency Total** - COUNT(Food Instruments) for local agency and state  
SUM(Request/Paid Amount) for local agency

**State Total** - COUNT(Food Instruments) for state  
SUM(Request/Paid Amount) for state

**Background Processes:** None



## Financial Management

**Section 3 - 6.4** : Rebate Reports

**Section 3 - 6.4.1** : Create Rebate Invoice

**Priority:** Required

**Window:** Create Rebate Invoice Initiation Window

**Report:** Yes

**FSRD reference:** FM 4.2.4, FM 4.2.5, FM 4.2.6, FM 4.2.7, FM 8.4

**Narrative:**

This Window produces a summary report on the manufacturer invoices on rebate able products.

**Sort Criteria (Major to Minor):**

- F\_MANUFACTURER.MFR\_ID (ASC)
- F\_INVOICE\_DETAIL.OBLIG\_YEAR (ASC)
- F\_INVOICE\_DETAIL.OBLIG\_MONTH (ASC)
- F\_INVOICE\_DETAIL.REDEEM\_YEAR (ASC)
- F\_INVOICE\_DETAIL.REDEEM\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.4.1.1 Create Rebate Invoice Initiation Window

**Figure 170** - Create Rebate Invoice Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Manufacturer** - The user may select a manufacturer, which limits the creation of rebate invoices for the selected manufacturer. This field is required.

**For Redemption in Year** - The user may select a fiscal year which limits creation of rebate invoices to FI's redeemed in that fiscal year. This field is required.

**For Redemption in Month** - The user may select a month which limits creation of rebate invoices to FI's redeemed in that fiscal month. This field is required.

### Section 3 - 6.4.1.2 Create Rebate Invoice Report

**Error! Not a valid link.**

**Figure 171** - Create Rebate Invoice Report

#### **Calculations:**

**Rebate Dollars** - (Rebate Per Unit) \* (Units Redeemed)

**Total Cans** - Count(Number of Cans per Formula Type)

**Total (first subtotal)** - Sum of Cans for all formula types for the close out month.

**Total (second subtotal)** - Sum of Cans for all formula types for the redeem month.

**Total (Rebate Dollars)** - Sum((Rebate Per Unit) \* (Units Redeemed) for all formula types for the close out month).

**Total (Rebate Dollars)** - Sum((Rebate Per Unit) \* (Units Redeemed) for all formula types for the redeem month).

**Background Processes:** None

## Financial Management

**Section 3 - 6.4.2** : Rebate Invoice Report

**Priority:** Required

**Window:** Reprint Rebate Invoice Report Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.4

**Narrative:**

This Window produces a detailed report on the manufacturer invoices on rebate able products.

**Sort Criteria (Major to Minor):**

F\_MANUFACTURER.MFR\_ID (ASC)

F\_INVOICE\_DETAIL.OBLIG\_YEAR (ASC)

F\_INVOICE\_DETAIL.OBLIG\_MONTH (ASC)

F\_INVOICE\_DETAIL.REDEEM\_YEAR (ASC)

F\_INVOICE\_DETAIL.REDEEM\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.4.2.1 Reprint Rebate Invoice Report Initiation Window**

FR\_REPRINT\_INVOICE: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report:REPRINT REBATE INVOICE

Output Device: PREVIEW

Filename:

Number of Copies: 1

For redemption in Year :

Month : OCT

**Figure 172 - Reprint Rebate Invoice Report Initiation Window***Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**For Redemption in Year** - The user may select a fiscal year which limits creation of rebate invoices to FI's redeemed in that fiscal year. This field is required.

**For Redemption in Month** - The user may select a month which limits creation of rebate invoices to FI's redeemed in that fiscal month. This field is required.

**Section 3 - 6.4.2.2** Reprint Rebate Invoice Report

**Error! Not a valid link.**

**Figure 173** - Reprint Rebate Invoice Report

**Calculations:**

**Redeemed FI's** - Count(FI's Redeemed)

**Rebate Value** - Can units redeemed multiplied by rebate per unit.

**Total Rebate Value** - Total can units redeemed multiplied by rebate per unit.

**Units Per FI Type** - Average number of units for the FI type being reported.

**Units for FI Type** - Total number of units for the FI type being reported.

**Background Processes:** None

## Financial Management

**Section 3 - 6.4.3** : Divisibility Report

**Priority:** Required

**Window:** Divisibility Report Initiation Window

**Report:** Yes

**FSRD Reference:** FM 8.4

**Narrative:**

This Window produces a report for all food instruments that were not fully utilized for a given redemption period.

**Sort Criteria (Major to Minor):**

Formula Type

Food Instrument Type

Serial Number

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



### Section 3 - 6.4.3.1 Divisibility Report Initiation Window

FR\_DIV\_RPT: Runtime Parameter Form

File Edit View Help

Arizona Department of Health  
WIC System  
Report: Divisibility Report

Output Device: PREVIEW

Filename:

Number of Copies: 1

Issue Month: OCT FFY:

**Figure 174** - Divisibility Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issue Month** - The system will restrict production of the Divisibility report to FI's issued in the month chosen. This field is required.

**FFY** - The Federal Fiscal Year of the Divisibility report. This field is required.

**Section 3 - 6.4.3.2** Financial Management Divisibility Report

**Error! Not a valid link.**

**Figure 175** - Financial Management Divisibility Report

**Calculations:**

**Cans on FI** - Number of Cans that should have been purchased - possible nbr of cans purchased.

**Redemption Amount** - the food instrument value.

**Peer Group Avg/Can** - The Average redemption amount per can of the Formula type within the vendor's peer group.

**Total Cans Sold** - The number of cans sold based on the Redemption amount divided by the Peer Group Average per can..

**Totals** - Sum of Columns

**Background Processes:** The redeemed amount of a food instrument is divided by the peer group average per can for the food instrument. If it does not evenly divide, it will be reported on the Divisibility report. An algorithm will be applied to the redeemed amount to attempt to determine the possible number of cans that were purchased. Redeemed Amount of the FI/Number of cans on FI - 1 = result. If result is a whole number the system has achieved a possible number of cans sold, if not evenly divisible, the system will continue subtracting one from the number of cans on the FI until it reaches a number that is evenly divisible.

a = number of cans on FI - 1

loop

Redeemed Amount of the FI / a = result

if evenly divisible - possible nbr cans purchased found, end

if not evenly divisible

    a = a - 1

    go to loop

end loop

## Financial Management

**Section 3 - 6.4.4** : Infant Formula Caseload

**Priority:** Required

**Window:** Infant Formula Caseload

**Report:** Yes (Graph)

**FSRD reference:** FM 8.4

**Narrative:**

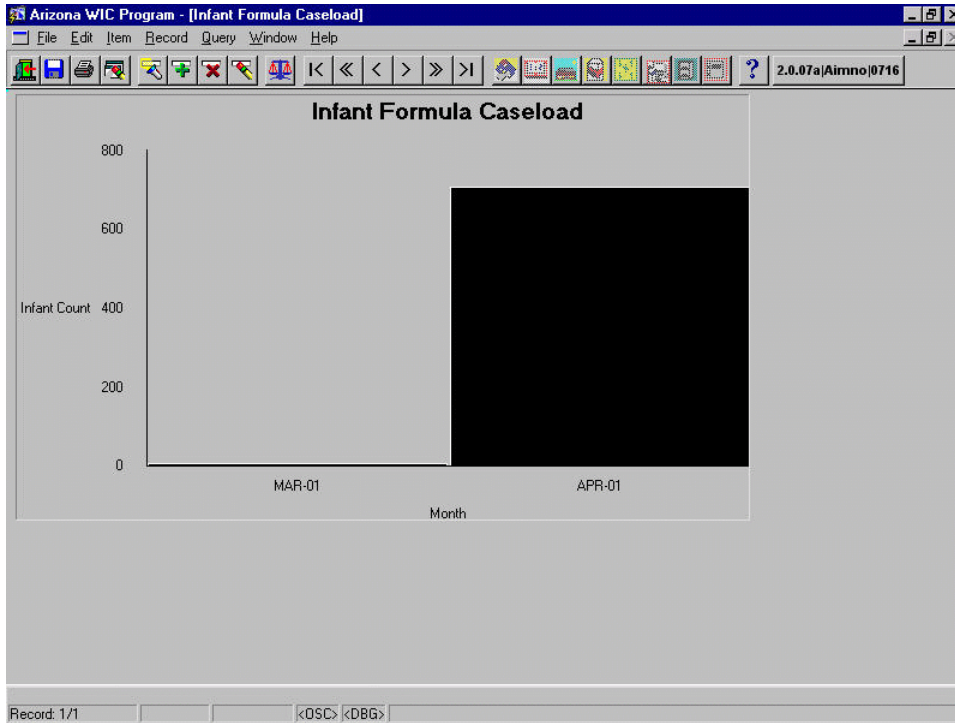
This Window produces a graph on the actual issuance caseload of formula fed infants by month.

**Sort Criteria (Major to Minor):** None

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

**Section 3 - 6.4.4.1 Infant Formula Caseload Report****Figure 176 - Infant Formula Caseload**

**Calculations:** None

**Background Processes:** None

## Financial Management

**Section 3 - 6.4.5** : Infant Formula Rebate replaces Redemption Activity

**Priority:** Required

**Window:** Infant Formula Rebate Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.4

**Narrative:**

This report provides information on the redemption of food instruments for both infants and non-infants.

**Sort Criteria (Major to Minor):** I\_FOOD\_INSTRUMENT\_TYPES. FI\_TYPE\_CODE (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.4.5.1 Infant Formula Rebate Report Initiation Window

FR\_INFANT\_FORM\_REB: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: INFANT FORMULA REBATE

Output Device: PREVIEW

Filename:

Number of Copies: 1

Sort By: VENDOR ID

For redemption in Year:

Month: OCT

**Figure 177** - Infant Formula Rebate Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Sort By** - The user may sort this report by Vendor ID or Vendor zip. This field is required.

**For Redemption in Year** - The user may limit the Infant Formula Rebate report to one Federal Fiscal Year. This field is required.

**For Redemption in Month** - The user may select a month which limits creation of the report to formula that was redeemed in that fiscal month. This field is required.

**Section 3 - 6.4.5.2** Infant Formula Rebate Report

**Error! Not a valid link.**

**Figure 178** - Infant Formula Rebate Report

**Calculations:** None

**Background Processes:** None

## Financial Management

**Section 3 - 6.4.6** : Financial Management Divisibility Report

**Priority:** Required

**Window:** Financial Management Divisibility Report Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.4

**Narrative:**

This Window produces a summary report for all food instruments that were not fully utilized.

**Sort Criteria (Major to Minor):**

F\_INVOICE\_DETAIL.ISSUE\_YEAR (ASC)

F\_INVOICE\_DETAIL.ISSUE\_MONTH (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



**Section 3 - 6.4.6.1** Financial Management Divisibility Summary Report Initiation Window

Arizona Department of Health  
WIC System  
Report: Financial Management Divisibility Summary

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Issue Month: OCT FFY:

**Figure 179** - Financial Management Divisibility Summary Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Issue Month** - The system will restrict production of the Divisibility Summary report to FI's issued in the month chosen. This field is required.

**FFY** - The user may limit the Food Funds report to one Federal Fiscal Year. This field is required.

**Section 3 - 6.4.6.2** Financial Management Divisibility Report

**Error! Not a valid link.**

**Figure 180 -** Financial Management Divisibility Report

**Calculations:**

**Total Nbr of Reduction** - Number of Cans that should have been purchased - possible nbr of cans purchased.

**Value of Total** - Count(food instrument value)

**Possible NBR of Cans Purchased** - The number of cans that evenly divide into the redeemed amount.

**NBR of Cans That Should Have Been Purchased** - The number of cans that are on the food instrument.

**Totals** - Sum of Columns

**Background Processes:** The redeemed amount of a food instrument is divided by the number of cans on that food instrument. If it does not evenly divide, it will be reported on the Divisibility report. An algorithm will be applied to the redeemed amount to attempt to determine the possible number of cans that were purchased. Redeemed Amount of the FI/Number of cans on FI - 1 = result. If result is a whole number the system has achieved a possible number of cans purchased, if not evenly divisible, the system will continue subtracting one from the number of cans on the FI until it reaches a number that is evenly divisible.

a = number of cans on FI - 1

loop

Redeemed Amount of the FI / a = result

if evenly divisible - possible nbr cans purchased found, end

if not evenly divisible

    a = a - 1

    go to loop

end loop

## Financial Management

**Section 3 - 6.4.7** : Vendor Management Divisibility

**Priority:** Required

**Window:** Vendor Management Divisibility Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.4

**Narrative:**

This Window produces a summary report for all food instruments that were not fully utilized.

**Sort Criteria (Major to Minor):**

F\_DIVISIBILITY.FORMULA\_TYPE

F\_MANUFACTURER.MFR\_ID (ASC)

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management

### Section 3 - 6.4.7.1 Vendor Management Divisibility Report Initiation Window

Arizona Department of Health  
WIC System  
Report: VENDOR MANAGEMENT DIVISIBILITY

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Formula Type: ALL  
Manufacturer: ALL  
Issue Month:

**Figure 181** - Vendor Management Divisibility Report Initiation Window

#### *Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Formula Type** - A drop down list of formula types to restrict the report to listing only the formula type chosen. This field is required.

**Manufacturer ID** - The user can select from a drop down list the manufacturer ID to restrict the report to. This field is required.

**Redemption Month/Year** - This field restricts the report to FI's that were redeemed during this month. This field is required.

**Section 3 - 6.4.7.2** Vendor Management Divisibility Report 1

Report Date: MM/DD/YYYY  
Report 004b

Arizona WIC Program  
Vendor Management Divisibility  
Month of Redemption: January 1999

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Formula Type: XXX XXXXXXXX

<u>Vendor ID</u>	<u>FI #</u>	<u>Amount Paid</u>	<u>FI Type</u>	<u>Redeemed Date</u>	<u>Price Per Can</u>	<u>Possible Nbr Cans Purchased</u>	<u>Nbr Cans That Should Have Been Purchased</u>
XXXX	XXXXX	ZZZZZ.Z9	XXXX	XX/XX/XXXX	ZZZ.Z9	ZZZ9	ZZZ9
XXXX	XXXXX	ZZZZZ.Z9	XXXX	XX/XX/XXXX	ZZZ.Z9	ZZZ9	ZZZ9
XXXX	XXXXX	ZZZZZ.Z9	XXXX	XX/XX/XXXX	ZZZ.Z9	ZZZ9	ZZZ9
XXXX	XXXXX	ZZZZZ.Z9	XXXX	XX/XX/XXXX	ZZZ.Z9	ZZZ9	ZZZ9
XXXX	XXXXX	ZZZZZ.Z9	XXXX	XX/XX/XXXX	ZZZ.Z9	ZZZ9	ZZZ9

**Figure 182** - Vendor Management Divisibility Report 1

**Calculations:**

**Possible NBR of Cans Purchased** - The number of cans that evenly divide into the redeemed amount.

**NBR of Cans That Should Have Been Purchased** - The number of cans that are on the food instrument.

**Background Processes:** The redeemed amount of a food instrument is divided by the number of cans on that food instrument. If it does not evenly divide, it will be reported on the Divisibility report. An algorithm will be applied to the redeemed amount to attempt to determine the possible number of cans that were purchased. Redeemed Amount of the FI/Number of cans on FI - 1 = result. If result is a whole number the system has achieved a possible number of cans purchased, if not evenly divisible, the system will continue subtracting one from the number of cans on the FI until it reaches a number that is evenly divisible.

a = number of cans on FI - 1

loop

Redeemed Amount of the FI / a = result

if evenly divisible - possible nbr cans purchased found, end

if not evenly divisible

    a = a - 1

    go to loop

end loop

## Financial Management

**Section 3 - 6.4.8** : Vendor Management Divisibility Summary

**Priority:** Required

**Window:** Vendor Management Divisibility Summary Initiation Window

**Report:** Yes

**FSRD reference:** FM 8.4

**Narrative:**

This Window produces a summary report for all food instruments that were not fully utilized.

**Sort Criteria (Major to Minor):** F\_DIVISIBILITY.FORMULA\_TYPE

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):** Financial Management



**Section 3 - 6.4.8.1 Vendor Management Divisibility Summary Initiation Window**

Arizona Department of Health  
WIC System  
Report: VENDOR MANAGEMENT DIVISIBILITY SUMMARY

Output Device: PREVIEW  
Filename:   
Number of Copies: 1

Formula Type: ALL  
Manufacturer: ALL  
Issue Month:

**Figure 183** - Vendor Management Divisibility Summary Report Initiation Window*Fields*

**Output Device** - The user may select (from a drop down list) display (window), file, or printer. This field is optional.

**Filename** - If file is selected (above), the directory and filename are entered. This field is optional.

**Number of Copies** - If printer is selected (above), the number of copies desired is entered. This field is optional.

**Formula Type** - If entered, limits the report to type of formula entered. This field is required.

**Manufacturer ID** - If entered, limits the report to manufacturer entered. This field is required.

**Month of Redemption** - This field restricts the report to FI's that were redeemed during this month. This field is required.

**Section 3 - 6.4.8.2 Vendor Management Divisibility Summary Report**

Report Date: MM/DD/YYYY

Arizona WIC Program

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Report 004

Vendor Management Divisibility Summary

Month of Redemption: January 1999

Formula Type: XXX XXXXXXXX

<u>Total \$ Amt For All FI's</u>	<u>Total Nbr FI's Redeemed</u>	<u>Adjusted \$ Amount</u>	<u>Nbr FI's Adjusted</u>	<u>% \$ Amt</u>	<u>% # of FI's</u>
ZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZ.Z9	ZZZ.Z9
ZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZ.Z9	ZZZ.Z9
ZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZ.Z9	ZZZ.Z9
ZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZ.Z9	ZZZ.Z9
ZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZZZZ.Z9	ZZ,ZZZ,ZZ9	ZZZ.Z9	ZZZ.Z9

**Figure 184** - Vendor Management Divisibility Summary Report

**Calculations:**

**Total \$ Amt For All FI's** - Sum(Food Instrument \$ Amt)

**Total Nbr FI's Redeemed** - Count(FI's Redeemed)

**Adjusted \$ Amount** - Sum(Food Instrument Adjusted \$ Amt)

**Nbr FI's Adjusted** - Count(FI's Adjusted)

**% \$ Amt** - (Adjusted \$ Amt / Total \$ Amt for all FI's) \* 100

**% # of FI's** - (Nbr FI's Adjusted / Total Nbr FI's Redeemed) \* 100

**Background Processes:** The redeemed amount of a food instrument is divided by the number of cans on that food instrument. If it does not evenly divide, it will be reported on the Divisibility report. An algorithm will be applied to the redeemed amount to attempt to determine the possible number of cans that were purchased. Redeemed Amount of the FI/Number of cans on FI - 1 = result. If result is a whole number the system has achieved a possible number of cans purchased, if not evenly divisible, the system will continue subtracting one from the number of cans on the FI until it reaches a number that is evenly divisible.

a = number of cans on FI - 1

loop

Redeemed Amount of the FI / a = result

if evenly divisible - possible nbr cans purchased found, end

if not evenly divisible

    a = a - 1

    go to loop

end loop

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